



**The Corporation of the  
Township of Ignace**  
34 Main St. P.O. Box 248  
Ignace, ON P0T 1T0  
Tel: (807) 934-2202  
www.ignace.ca

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## EXTERNAL JOB POSTING

**The Township of Ignace is accepting applications for Arena Attendant / Public Works Operator Labourer. Hours of work are typically 40 hours per week.**

### Job Description

**Title:** Arena Attendant / Operator Labourer  
**Positions:** 1 Positions  
**Department:** Public Works  
**Group:** Union - CUPE  
**Wage:** Arena Attendant - \$29.73 / hr  
Operator Labourer - \$30.25 / hr  
**Direct Supervisor:** Infrastructure & Public Works Manager  
**Date:** March 24, 2025

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### POSITION SUMMARY:

The Township of Ignace is seeking a highly versatile, dedicated, and responsible individual for the hybrid position of Arena Attendant and Public Works Operator/Labourer. This role provides the successful candidate with diverse responsibilities, including comprehensive facility maintenance at the Township Arena, parks, sports fields, cemeteries, beaches, and other public recreational grounds, combined with skilled labour and equipment operation within the Public Works department.

The successful candidate will operate specialized equipment such as the Zamboni for ice maintenance and heavy machinery including graders, loaders, backhoes, and snowplows for infrastructure maintenance and repair. The incumbent will ensure all municipal recreational and public works facilities are maintained to the highest standards, ensuring safety, cleanliness, and operational effectiveness. The ideal candidate will demonstrate a proactive approach, excellent teamwork and customer service skills, adaptability to changing work environments, and strict adherence to occupational health and safety practices.

### KEY RESPONSIBILITIES:

#### Community Recreation Centre Duties:

- Operate and maintain arena ice-resurfacing machinery (Zamboni), conducting regular ice maintenance and resurfacing activities.
- Set up and take down of recreational programs, special events, and rentals; manage equipment and ensure facilities are maintained in clean and safe conditions.



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- Complete thorough cleaning protocols, including change rooms, washrooms, storage, and public areas within recreational facilities.
- Perform routine inspections and maintain accurate records of maintenance activities and incident reports.
- Provide exemplary customer service, respond professionally to public inquiries, and enforce facility rules to ensure user safety.
- Conduct general maintenance and landscaping tasks at recreational sites, including mowing, trimming, fertilizing, snow removal, ice melt application, and facility upkeep.
- Perform lawn maintenance duties, including mowing, trimming, and fertilizing, to maintain healthy landscape on municipal grounds.
- Maintain outdoor facilities, such as parks, sports fields, cemeteries, and beaches.
- Enforce facility rules, particularly during public events like skating sessions.
- Demonstrate a commitment to health and safety by adhering to legislation and promoting a culture of safety. Respond promptly to accidents or incidents and complete necessary reports.

### **Public Work Operator Labourer Duties**

- Safely and effectively operate municipal heavy equipment such as graders, loaders, dump trucks, snowplows, and backhoes.
- Execute tasks including road grading, pothole repair, gravel hauling, culvert installations, fence repairs, guidepost replacements, street cleaning, and sidewalk maintenance.
- Conduct winter maintenance operations, including snow plowing, sanding, and salting to ensure safe road conditions.
- Assist in installing, maintaining, and repairing water and sewer lines; respond promptly to emergencies like water main breaks and sewer stoppages.
- Undertake general landscaping, hazardous tree limb removals, and maintenance of municipal buildings and public spaces.
- Install and maintain traffic signage, road signs, and safety barricades; respond efficiently and safely to municipal emergencies such as flooding, infrastructure failure, or hazardous road conditions.
- Perform preventive equipment maintenance, minor repairs, and timely report major equipment issues to the Working Foreman or Public Works Manager.
- Follow all Occupational Health and Safety Act (OHSA) regulations and Township policies to maintain a safe work environment.



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- Engage with the public professionally and courteously, addressing concerns and providing assistance as needed.

### **QUALIFICATIONS:**

#### **Education & Experience:**

- Grade 12 Secondary School Diploma or equivalent
- Three (3) years of experience operating heavy equipment in a municipal or construction setting preferred. Training opportunities are available
- Experience in recreational facility maintenance and ice resurfacing (Zamboni experience preferred).
- Experience with winter road maintenance and road construction practices, including experience in water and sewer services is an asset.

#### **Licensing & Certifications:**

- Valid Class D driver's license with Z endorsement (DZ required; AZ considered an asset). Training opportunities are available
- Willingness to obtain additional certifications as required (e.g., chainsaw operation, first aid, traffic control).
- Ontario Class G driver's license with a clean driving record.
- Standard First Aid and CPR certification (or willingness to obtain).
- Basic Arena Refrigeration Certificate (or willingness to obtain within one year).

#### **Skills & Abilities:**

- Proficiency in operating a variety of heavy machinery and municipal equipment safely and effectively.
- Solid mechanical aptitude with basic troubleshooting and maintenance capabilities.
- Strong customer service skills, conflict management, and communication capabilities.
- Excellent organizational skills, attention to detail, and ability to accurately complete administrative tasks and documentation.
- Physical fitness with the capability to consistently perform physically demanding tasks under varying weather conditions.
- Ability to prioritize tasks, demonstrate sound judgment, and effectively respond to emergency situations.



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- Proven ability to work independently and collaboratively within diverse teams

### **Working Conditions:**

- Primarily at the Township Arena and various outdoor municipal locations.
- Exposure to outdoor weather conditions, loud noises, dust, extreme temperatures, and potential operational hazards.
- Requirement to lift heavy objects, perform strenuous tasks, and operate equipment for prolonged periods.
- Availability to work flexible hours including evenings, weekends, holidays, and emergency on-call shifts.

### **How to Apply:**

Interested candidates are invited to submit their resume and cover letter as indicated bellow. We thank all applicants for their interest; however, only those selected for an interview will be contacted.

Township of Ignace Township Office  
34 Main Street.  
Ignace, ON P0T 1T0  
[hr@ignace.ca](mailto:hr@ignace.ca)

**Closing date: Friday April 4<sup>th</sup>, 2025 at 3:00 p.m. CST**

### **Equal Opportunity Employer Statement:**

The Township of Ignace is committed to an inclusive, barrier-free recruitment process. We will accommodate the needs of applicants under the Human Rights Code throughout all stages of the recruitment and selection process. Please advise us if you require accommodations to ensure you can participate fully and equally during the recruitment and selection process.