



Township of Ignace
34 Main St. Ignace,
ON P0T 1T0

EXTERNAL JOB POSTING

The Township of Ignace is accepting applications for Arena Attendant. Hours of work are 80 hours bi-weekly.

Job Description

Title: Arena Attendant
Department: Parks & Recreation
Group: Union
Direct Supervisor: Parks & Recreation Manager
Date Posted: September 27, 2024

POSITION SUMMARY:

The Township of Ignace is seeking a dedicated and versatile individual to join our team as a Permanent Full-Time Arena Attendant - Labourer. This role involves maintaining both indoor and outdoor municipal facilities, including arenas, parks, sports fields, cemeteries, beaches, and public grounds. The successful candidate will perform a variety of tasks related to facility upkeep, lawn maintenance, equipment operation, and customer service, while demonstrating a commitment to health and safety and teamwork.

KEY RESPONSIBILITIES:

Facility Maintenance and Operations:

- Assist with the set-up and takedown of programs, special events, and rentals, including moving equipment and ensuring the safety and cleanliness of the facility.
- Maintain and operate the arena, including ice resurfacing, handling dressing room keys, and completing routine inspections.
- Operate the Zamboni machine for ice maintenance (experience preferred).
- Carry out and document the cleaning of the facility, including change rooms, washrooms, and storage areas, per cleaning protocols.

Health and Safety Compliance:

- 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.

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Customer Service:

- Provide excellent customer service by maintaining a positive and professional attitude when interacting with the public, handling inquiries, and managing conflicts effectively.

Physical Demands and Requirements:

- Perform physical tasks such as moving heavy items (e.g., hockey nets), shoveling snow, and applying ice melt on sidewalks and entry/exit points to maintain safe conditions.
- Use PPE, including CSA-approved green patch footwear and helmet, as required.

Event and Program Support:

- Monitor the facility during events to ensure safety and compliance with guidelines.
- Assist in preparing for and supervising events and recreational activities.

Administrative Tasks:

- Maintain accurate records of maintenance activities, incident reports, and other administrative duties as assigned.
- Communicate with supervisors regarding supply needs or facility issues.

Lawn and Facility Maintenance:

- 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.

Availability and Flexibility:

- Be available to work flexible hours, including evenings, weekends, and holidays, as required.

QUALIFICATIONS:

Education:

- Grade 12 Secondary School Diploma or equivalent.

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LICENSES AND CERTIFICATIONS:

- Ontario Class G Driver's License with a proven good driving record (asset).
- Valid Refrigeration Certificate (asset) or willingness to obtain the Basic Arena Refrigeration Certificate within the first year of employment.
- Standard First Aid and CPR certification (asset).

SKILLS AND EXPERIENCE:

- Knowledge and experience with refrigeration equipment and equipment operation or willingness to learn.
- Experience operating a Zamboni machine for ice resurfacing (asset).
- Mechanical troubleshooting knowledge and experience.
- Experience in cleaning and maintaining both indoor and outdoor facilities.
- Proficiency in operating light equipment (e.g., riding lawnmowers, snow blowers) and hand tools.
- Strong record-keeping, communication, and customer service skills.
- Ability to work independently or as part of a team in a fast-paced, public-facing environment.
- Physical fitness, as the position requires consistent physical labour.
- Basic skating ability (preferred).
- Sound understanding of health and safety legislation and requirements.

SALARY AND BENEFITS:

The Township of Ignace offers a competitive salary, comprehensive benefits package, pension plan and health coverage.

WORKING CONDITIONS:

- The primary location of work is at the Township Arena and Parks.
- Ability to travel throughout the community and Northwestern Ontario on occasion.
- Possess a G-class licence with a clean driving record.



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HOW TO APPLY:

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

Aaron Gullins, Chief Administrative Officer
Township of Ignace Township Office
34 Main Street.
Ignace, ON P0T 1T0
cao@ignace.ca

Closing date: Friday October 11th, 2024, at 3:00 p.m.

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.