



Recreation Facility Attendant 3

CUPE Local 401 Internal/External Posting

Port Hardy Recreation is accepting **internal and external applications** for the permanent, full-time position of **Recreation Facility Attendant 3**. Under the supervision of the Recreation Facility Lead Hand, this position performs duties related to the maintenance and operations of all recreation facilities including the District's office and works in accordance with practices and procedures established from time to time. This is a semi-skilled, technical, building service and maintenance position.

The District of Port Hardy is known as one of the best employers in the North Island for its investment in its employees, favourable work environment, equal opportunity, and work life balance. Join our dynamic team and 'Live the Adventure'!

Sample duties include but not limited to:

- Makes and maintains ice surfaces to required standards and operates all ice resurfacing and associated equipment at the arena.
- Operates and maintains mechanical systems at the recreation facilities as required.
- Performs a variety of building and equipment maintenance tasks at the Arena, Pool, and District office as required.
- Promotes the goals and philosophies of the Recreation Department and all associated programs and personnel concerned with the delivery of recreation services and fulfills a public relations role at all times.
- Completes daily work performance records and other reports as required.
- Enforces rules and regulations as may be established from time to time regarding the use of recreation facilities and associated equipment.
- Completes janitorial and custodial duties to required standards for cleanliness, for the safety and comfort of facility patrons.
- Attends all courses and training sessions as required.
- Performs routine cashier duties as required.

Required Knowledge, Abilities, and Skills:

- Skill in the use and care of a variety of tools and equipment used in ice making, refrigeration, swimming pool operations, and building and equipment maintenance.
- The ability to perform building maintenance and repair, and custodial duties to required standards.
- The ability to maintain harmonious relationships with any and all facility patrons, and other staff members.
- The ability to complete duties in a safe manner, following established safety rules and regulations.
- Skill in public relations and written and oral communications.
- The ability to work with minimal supervision.
- The ability to perform the duties outlined as required.
- A valid B.C. Driver's License.
- Completion of Grade 12 education OR a combination of education and relevant experience.
- Physical agility and the ability to complete duties requiring physical effort.

Successful applicants must be:

- Flexible with respect to shifts and able to work days, evenings, and weekends
- Physically conditioned to stand on concrete floors, lift heavy equipment, undertake janitorial duties of varying degrees
- Aptitude and willingness to learn about ice making and ice resurfacers
- Possess a positive work ethic and enjoy working with the public

Qualifications and Requirements for Recreation Facility Attendant 3:

- Refrigeration Operators certification or higher
- Mechanical aptitude and a well-rounded knowledge of mechanical equipment

Assets:

- Ice Makers Certificate
- Pool Operators Certificate 1 and 2
- WHMIS Training
- Electrical and plumbing knowledge
- Skating skills

Wage:

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\$29.48 (Jan 2023 rate)

Application Process:

For internal candidates: A letter of intent indicating interest in position via email or mail.

For external candidates: A cover letter and resume may be emailed, delivered, or mailed to:

Tanya Kaul, Director of Recreation & Community Services

District of Port Hardy
7400 Columbia Street
PO Box 68
Port Hardy, BC
V0N 2P0

Email: tkaul@porthardy.ca

Phone: 250.230.2617

Closing date: August 2, 2023