



Recreation Facility Attendant (Internal & External)

Port Hardy Recreation is seeking applications for a **part time Recreation Facility Attendant position, offering 16 to 24 hours of work per week.** Under the supervision of the Recreation Facility Foreman, 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.

Entry level positions with no facility experience may be considered based on the applicant's experience.

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:

- Completes janitorial and custodial duties to required standards for cleanliness, for the safety and comfort of facility patrons.
- 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.
- Attends all courses and training sessions 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 resurfacer
- Possess a positive work ethic and enjoy working with the public

Minimum Qualifications and Requirements for Recreation Facility Attendant 2:

- Refrigeration Safety Awareness certification
- Ice Facility Operator's certificate
- Mechanical aptitude and a well-rounded knowledge of mechanical equipment

Entry level Recreation Facility Attendant 1 positions may be available with no minimum qualifications.

Assets for both 1 and 2 positions are as follows:

- Pool Operators Certificate 1 and 2
- WHMSS Training
- Electrical and plumbing knowledge
- Skating skills

Wages:

All positions are within CUPE Local 401 Union with wages (Jan 2024) as follows:

Recreation Facility Attendant 1 (entry level)	\$23.58
Recreation Facility Attendant 2	\$28.84

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

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

Email: careers@porthardy.ca

Phone: 250.902.5137

Closing date: Open until position is filled.