



TOWN OF BEAUSEJOUR
Community Services Department
Facility Operator Lead Hand

Job Title:	Facility Operator Lead Hand	Position Type:	Permanent; Full-Time
Department/Group:	Community Services	Internal Date Posted:	June 13 th , 2024
Wage Rates	Subject to Town Pay Scale	External Date Posted:	June 13 th , 2024
Direct Supervisor:	Director of Operations	Posting Expires:	Until a Suitable Candidate is Found
Will Train Applicant(s):	Director of Operations		

Posting Information (if applicable)

Job Description

Summary

Under the general direction of the Director of Operations, the incumbent shall be responsible for undertaking all duties relating to the operation of the Beausejour Arena, Curling Rink, Splash Aquatic Centre, Playgrounds and Parks & Open Spaces.

As the Facility Operator Lead Hand, you are responsible for the day-to-day operation and maintenance of the Beausejour Arena, Curling Rink and Splash Aquatic Centre and other Town owned buildings including Parks, Green Spaces, Sports fields and checking of all equipment.

This position is responsible for developing a service plan for facility operations ensuring clean, safe, and available facilities including the provision of janitorial, minor mechanical and electrical maintenance services, and liaising with contractors in a variety of Town owned and operated facilities. In addition, this position serves as the main point of contact for facility users and contractors.

The Town of Beausejour expects all employees to work in an environmentally friendly way in all the tasks that they do; to work in a manner that is safe for themselves and others and to be aware of their health & safety obligations; to continually look for opportunities to improve their job that will result in excellence in municipal government and; to recognize the uniqueness of the individuals they come into contact with, and to treat them with dignity and respect.

Duties & Responsibilities

1. Facility Operation and Maintenance – Conducts maintenance of the Beausejour Sportsplex including the Arena, Curling Club, Splash Aquatic Centre, Baseball Diamonds and other Town owned buildings to include but not limited to general repairs, painting, plumbing, carpentry and drywall, shovelling, cleaning, sweeping, mopping and scrubbing.

2. Equipment Operations and Maintenance – Demonstrated ability to operate a variety of equipment to conduct ice, floor, pool, parks/green space and facility maintenance including operation of ice resurfacers, tractors, mowers, utility vehicles, pickups, ice edgers, sweepers, scrubbers, hand tools, and power tools. Also, assists with the daily and seasonal maintenance on equipment/vehicles, i.e. inspections, oil/hydraulic changes, air filters, small/minor repairs, and greasing as per the established maintenance and operational schedules.
3. Ice and Floor Operations and Maintenance – Monitor/Assist with the operation of the refrigeration plant in accordance with the Manitoba Power Engineers Act and Regulation. To perform ice maintenance including, installation, removal, painting, flooding, pebbling, shaving, and completing ice thickness inspections. Boards and shield maintenance, including inspections, repairs, replacements, and cleaning. To complete floor maintenance when required, cleaning and painting.
4. Pool Operation and Maintenance - Operate and maintain the public outdoor swimming pool in accordance with the Public Health Act, Swimming Pools and Other Water Recreational Facilities Regulation, Manitoba Health, and Corporate Policies including water tests, administering chemicals, mechanical filtration equipment, cleaning, painting, plumbing, vacuuming, logging records and operating data, inspections, and repairs.
5. Parks and Green Space Operation and Maintenance –Inspect and maintain all sports fields and playgrounds. This includes but is not limited to cutting grass, repairing fences, grooming ball diamonds, marking lines, general repairs, inspections, cleaning and plumbing.
6. Health and Safety - Promotes and ensures compliance of all Departmental and Workplace Safety and Health regulation and standards for the protection of all facilities and equipment operation. Reports any deficiencies or Health & Safety concerns to the Director of Operations and recommends capital upgrades as necessary. Follows up promptly to all workplace inspections and Health & Safety concerns.
7. In conjunction with the Facility Coordinator, schedule staff to provide adequate staffing for bookings, facility maintenance, projects and day-to-day operations.
8. Coach and train junior staff in best practices for ice installation and maintenance, pool operations, and facility maintenance.
9. Delegate assignments to junior staff and seasonal staff as necessary.
10. Develop a service plan for the assigned facility type including physical operations, maintenance, start-ups/shutdowns, janitorial services, emergency, security, and fire safety services.
11. Respond to public, staff, and elected official's inquiries to facilitate resolutions to complex issues. Work with staff and customers to ensure that facility operations standards meet their needs.

12. Develop and evaluate performance measures to meet business and customer needs. Identify and develop continuous improvement opportunities to enhance service delivery and customer service, focused on the overall service plan.
13. Assist the Director of Operations to coordinate and monitor current and capital budgets. Working closely with the Director of Operations to support capital project programs. Assist in identifying needs, scope of work, cost estimates, and assist with the procurement process.
14. Responsible for the safety of the public and staff, as it pertains to recreations facilities and the workplace. Liaise with external agencies and governing bodies to ensure that the Town is meeting Manitoba Workplace Health and Safety standards.
15. Assist with the development of policies, procedures, and processes and ensure that they are communicated to and followed by staff. Ensure that policies and procedures are current, communicated and practiced to protect staff, vulnerable populations and customers using facilities.
16. Work with janitorial staff and assist in janitorial duties such as maintaining and stocking washrooms, walls, floors, windows, waste containers, stripping, waxing and polishing floors, snow clearing, etc.
17. Work closely with the Facility Coordinator to provide a high level of service to the community and diverse user groups of the facility.
18. Performs inspections and preventative maintenance on facility and equipment. Make minor facility repairs.
19. Set up and takes down rooms for rentals as required.
20. Provides customer service on facility maintenance issues for clients, both internal and external.
21. Maintain and monitors mechanical equipment through various technical interfaces (i.e. building automation systems) to meet user needs and efficient energy use.
22. Participate in facility tours and orientation for staff and volunteers.
23. May be required to provide input into budget preparation and monitoring of Facility's Operating Budget.
24. Monitor inventories and replenish as necessary.
25. Work with contractors and acquire quotations as directed.
26. Other duties as assigned.

Supervision:

- Work independently with only occasional supervision.
- Provide direct and indirect supervision for staff at a variety of facilities.
- Responsible for the safety of staff and customers using Town of Beausejour recreation facilities. Provides direction to contractors.
- Work independently on service area and problem solving. Makes decisions within the limits of corporate and department policy. Consults with the Director of Operations on major decisions.

Time Pressures:

Must be able to respond immediately to problems in the facilities that affect staff and public safety and protect the asset. Must be willing to participate in a standby rotation.

Position Requirements**Education**

- General knowledge obtained through completion of secondary school diploma or equivalent.
- Level 1 & 2 Refrigeration Operator for Recreation Facilities Course an asset, or willing to obtain.
- Manitoba Refrigeration Class Certificate an asset, or willing to obtain.
- Aquatic Facility Operator Course or Certified Pool Operator an asset, or willing to obtain.
- Valid Class 5 drivers' licence in good standing.
- Standard First Aid/CPR/AED
- Knowledge of relevant occupancy code requirements and accessibility standards.

Experience

- One year to two years working in Parks and Recreation.
- Two or more years of experience, monitoring, operating, and maintaining an Ammonia Refrigeration Plant
- Two or more years of experience installing and maintaining hockey ice and related equipment.
- Two or more years of experience installing and maintaining curling ice and related equipment.

Job Skills

- Mechanical Skills, Including the ability to operate all facility equipment and provide with basic maintenance within the facilities.
- Proficient communications skills, both verbal and written.
- Proficient problem-solving skills.
- Proficient interpersonal skill, dealing with staff and patrons.
- Working knowledge of Microsoft Office programs including Word, Excel, and Outlook.

Mental Effort

Tasks are repetitive and require alertness with some sensory demands and time pressure due to scheduled activities for short periods of time.

Physical Efforts

- Physical efforts consist of sitting, standing, walking, lifting (50lbs), climbing, bending, shoveling, etc., when performing maintenance or other type tasks (up to 3 hours).
- Prolonged sitting may occur when operating equipment (up to 3 hours).
- Prolonged standing, kneeling, working in tight spaces, etc., may occur when performing equipment maintenance (up to 2 hours).

Health and Safety

Ensures work is performed in compliance with the Manitoba Health and Safety Act, regulations, and Town of Beausejour Health and Safety Policies and Procedures.

Must be able to obtain a child abuse registry check & vulnerable sectors background check.

Job Location

Beausejour Arena, 360 Veterans Lane, Beausejour, Manitoba; Splash Aquatic Center, Parks and Open Spaces and other Town owned Facilities.

Hours of Work

- 40-hour work week Hours of work vary and change to match seasonal needs.
- Must be willing to enter an Averaging Agreement
- Must be willing to participate in the Ice Technician rotating schedule that may require, days, evenings, weekends, and holidays.
- Attendance at meetings, training and workshops may be required.
- Frequent dealings with the public, staff, volunteers, and program partners. Must possess good public relations skills.

Compensation

- Commensurate to previous experience, education and Town of Beausejour pay structure.
- Upon successful completion of the probationary period employees are eligible for benefits. Benefits include Pension and Disability, Health and Dental, Basic Life Coverage.

Application Contact Information

Resumes will be accepted by the undersigned until a suitable candidate is found.

Christine Hutlet, CMMA
Chief Administrative Officer
The Town of Beausejour
Box 1028, 639 Park Avenue
Beausejour, Manitoba R0E 0C0

Resumes can be emailed to: admin@townofbeausejour.com

The Town of Beausejour wishes to thank all candidates for their interest in this position, however, only those individuals considered for an interview will be contacted.

Reviewed By:	Director of Operations		
Approved By:	Chief Administrative Officer		
Last Updated By:	June 2024		