

**ARENA ICE OPERATOR OR SHIFT ENGINEER (1)**

Full Time Seasonal

**SUMMARY**

To assist with the operation and maintenance of the Arena & Club buildings with a focus on Arena and Outdoor Rink ice maintenance and ice plant monitoring. This person will also perform outside grounds maintenance following standard operating procedures.

**REPORTS TO:** Facility Manager & Lead Shift Engineer

**SHIFTS:** Saturday & Sunday, 6:30 AM - 3:30 PM or 3:30 PM - 12:30 AM  
Monday to Friday, 3:30 PM - 12:30 AM

**TERM:** Full Time Seasonal - September to March  
\* May lead to casual event support during spring months

**REQUIRED:**

- Power Engineer's Certification Refrigeration Class W or
- Arena Ice Facility Operator Certification
- High School Diploma
- Drivers License - 5th Class

**DUTIES & RESPONSIBILITIES:**

**Ice Plant Operation & Ice Maintenance**

- Debrief with other staff as required
- Monitor refrigeration plant, perform plant readings, maintain log book and troubleshoot any issues with the shift engineer following standard operating procedures
- Maintain ice resurfacer (Zamboni)
- Perform indoor ice resurfacing in a 10 minute period
- Prepare outdoor rink surface and boards for flooding and maintain ice throughout winter season
- Track all work in a shift log and report issues to the Shift Engineer and/or Facility Manager

**Facility Operations & Maintenance**

- Conduct daily inspections including visual check of floors, walls, stairwells, washrooms, lighting, emergency equipment, audio/video or tables/chairs being used.
- Maintain SNCC grounds with tractor, riding mower, trimmer, tiller, snow blower, ice chipper/melting for snow clearing and field maintenance
- Maintain facility floors, walls, entrances/exits and stairwells by cleaning, sweeping, mopping, and scrubbing, etc. utilizing a floor scrubber and other tools
- Shift tasks will be provided outlining the tasks to be performed for weekday, daytime and evening shifts.

**ST. NORBERT COMMUNITY CENTRE**  
3450 Pembina Highway, Winnipeg, MB. R3V 1A1

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**Administrative Tasks**

- Maintain the maintenance logbook in the arena office throughout the shift
  - List tasks performed and time, i.e. floor cleaning, snow removal, etc.
- Maintain the zamboni checklist
- Complete hardcopy and digital incident reports as required
- Complete hardcopy and digital lost & found forms

**Physical Demands**

- Walking and climbing stairs throughout facility
- Bending over to lift equipment and supplies up to 50 lbs or utilize tools to assist lifting
- Carry equipment and supplies to/from storage
- Push or pull chair and table carts and event equipment/supplies
- Climbing ladders to perform maintenance tasks
- Shoveling snow to clear walkways, entrances and exits

**Health and Safety:**

All SNCC staff ensures work is performed in compliance with the Province of Manitoba Safety & Health Act along with SNCC policies and standard operating procedures.

**Work Wear and Equipment:**

The shift engineer and rink operator jobs are a combination of indoor and seasonal outdoor tasks.

- Appropriate work wear is recommended to perform certain tasks, i.e. pants, long sleeve shirts, hats, when working outdoors, in the summer.
- Proper footwear is required, CSA approved work boots/shoes offering at minimum toe protection suitable for the seasonal work required.
- The community centre will provide safety goggles, face shields and gloves
- The community centre will provide coveralls and winter safety jacket and pants

**PLEASE NOTE:**

1. Email your resume and cover letter to Norman Ettawacappo, Facility Manager, at [manager@stnorbertcc.ca](mailto:manager@stnorbertcc.ca). If you have any questions you can call 204-269-4120 or via email.
2. Only those selected for an interview will be contacted, facility tour and technical questions will be included as part of the interview process.
3. The selected candidate will start at the earliest possible date with training provided.
4. An applicant may be selected to act as a spare operator.