



## TOWN OF BEAUSEJOUR Community Services Department

### Recreation Facilities Operator

<b>Job Title:</b>	Recreation Facilities Operator	<b>Position Type:</b>	Full-Time
<b>Department/Group:</b>	Community Services	<b>Internal Date Posted:</b>	January 15 <sup>th</sup> , 2026
<b>Wage Rates</b>	Subject to Town Pay Scale	<b>External Date Posted:</b>	January 15 <sup>th</sup> , 2026
<b>Direct Supervisor:</b>	Recreation Leadhand	<b>Posting Expires:</b>	Until a Suitable Candidate is Found
<b>Will Train Applicant(s):</b>	Director of Operations or Designate	<b>Number of Positions</b>	One (1)

#### Posting Information (if applicable)

#### Job Description

##### Role

Under the general direction of the Director of Operations, the incumbent shall be responsible for the day-to-day operation and maintenance of the Beausejour Sportsplex and other Town-owned facilities, as well as routine equipment monitoring.

##### Duties & Responsibilities

1. Facility Operation and Maintenance – Conducts maintenance of the Beausejour Sportsplex and other recreation facilities including Parks, Ice Rink, Curling Club and other Town owned facilities to include, but not limited to, mowing, weed whacking, general repairs, painting, plumbing, carpentry and drywall, shovelling, cleaning, sweeping, mopping and scrubbing.
2. Equipment Operations and Maintenance – Operates a variety of equipment to conduct ice, floor, and facility maintenance including ice resurfacer, tractors, utility vehicles, pickups, edgers, sweepers, scrubbers, hand tools and power tools. Also, assists with the daily and seasonal maintenance on equipment/vehicles, such as inspections, oil/hydraulic changes, air filters, small/minor repairs and greasing, as per the established maintenance and operational checklists.
3. Ice and Floor Operations and Maintenance – Monitor/Assist with the operation of the refrigeration plant under the direction of the Plant Operator according to the Manitoba Power Engineers Act and Regulation. To perform ice maintenance including installation, removal, painting, flooding, pebbling, shaving and completing ice thickness sheets. Boards and shield maintenance, including inspections, repairs, replacements and cleaning. To complete floor maintenance when required, including cleaning and painting.

4. Other duties as assigned.

### Position Requirements

#### Education

- General knowledge obtained through enrollment and/or completion of secondary school diploma or equivalent.
- Level 1 & 2 Refrigeration Operator for Recreation Facilities Course would be an asset.
- Manitoba Refrigeration Class Certificate would be an asset.
- Valid Class 5 drivers' licence in good standing.
- Standard First Aid/CPR/AED.

#### Experience

- One (1) year working in Community Services.
- Previous experience maintaining curling ice an asset.
- Willing to train suitable candidate.

#### Job Skills

- Mechanical Skills, including the ability to operate all facility equipment and assist with basic maintenance within the facilities.
- Proficient communication skills, both verbal and written.
- Proficient problem-solving skills.
- Proficient interpersonal skills, 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 of 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

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

**Job Location**

Beausejour Arena, 360 Veterans Lane, Beausejour, Manitoba.

**Hours of Work**

- Approximately 40-hours per week and will include days, evenings, and holidays.
- Attendance at meetings, training and workshops may be required.
- Applicants must be willing to enter into an Averaging Agreement.

**Compensation**

- To be negotiated within the Town of Beausejour pay structure.
- This position will receive pension or benefits after 6 months probation as per the Town's Policies.

**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](mailto: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:	December 2025		