



**Job Description
Whitney Forum Operator**

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Department	Parks & Recreation	Responsible To	Whitney Forum Supervisor Recreation Manager

Nature & Scope of Work

Operator will be responsible for the day-to-day cleaning and maintenance of the Whitney Forum, routine repairs to equipment, daily ice maintenance, and dealing with user and rental groups, and special maintenance or improvement projects as they arise. The operator is required to work in other areas of Parks and Recreation from time to time, including maintenance and improvement projects at Camp Whitney. The holder of this position may be required to work shift work and weekends.

Examples of Work

- ◆ Cleans and washes floors, walls and washroom facilities throughout the building.
- ◆ Installation of ice and day-to-day maintenance, including shaving, flooding, and edging.
- ◆ Operating the ice resurfacing machine.
- ◆ Equipment and facility repairs, which may include welding, pipe-laying, wiring, and other construction-related skills.
- ◆ Performs periodic checks of the refrigeration and boiler plants. Must accurately record, interpret and respond to gauge information.
- ◆ Set up and assist in all facility functions.
- ◆ Other duties as assigned.

Desired Knowledge, Abilities & Skill

- ◆ Must possess or be able to obtain a 5th Class Power Engineers Certificate and a Refrigeration Operators Certificate within 18 months.
- ◆ Must possess a valid Class 5 or better driver's licence.
- ◆ While not a prerequisite in every case, a superior candidate will have skill or knowledge of plumbing, carpentry, mechanical, and electric matters.
- ◆ Ability to work without supervision.
- ◆ Ability to work with user groups and general public.
- ◆ Ability to perform assorted tasks as assigned by the Supervisor.
- ◆ Minimum of Grade 12 education or G.E.D.
- ◆ At least 18 years of age.