

ARENA ICE OPERATOR OR SHIFT ENGINEER (1)

Full or Part 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: Chief Engineer and Facility Manager

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 - October 11, 2026 to March 25, 2027
Opportunity to return the following season

REQUIRED:

- Power Engineer's Certification Refrigeration Class W or Arena Ice Facility Operator Certification
 - Must be able to obtain the Class W or IFO during the term of the contract
- 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 15 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.
- Maintain facility floors, walls, entrances/exits and stairwells by cleaning, sweeping, mopping, and scrubbing, etc. utilizing a floor scrubber and other tools

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

- Shift tasks will be provided outlining the tasks to be performed for weekday, daytime and evening shifts.

Administrative Tasks

- Maintain the maintenance logbook in the arena office throughout the shift
- Complete 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. If you have any questions you can call 204-269-4120 ext 3 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.