CORPORATION OF THE TOWNSHIP OF ALFRED AND PLANTAGENET

JOB DESCRIPTION

TITLE: Outdoor Skating Rink Attendant

SERVICE: Parks & Recreation

SUPERVISOR: Supervisor of Recreational Facilities

DIRECTOR: Director of Parks and Recreation

SUMMARY OF FUNCTIONS

Under the supervision of the Supervisor of Recreational Facilities, the Outdoor Skating Rink Attendant is responsible for the preparation, setup, snow removal and maintenance of outdoor ice surfaces. The incumbent is also responsible for maintaining the cleanliness of the skating chalet and monitoring outdoor skating rinks located in different sectors of Alfred and Plantagenet.

In performing these duties, the incumbent helps ensure that residents have access to safe, accessible, functional and welcoming recreational facilities, while contributing to the delivery of high-quality municipal services and the positive user experience.

The period of employment runs from approximately mid-December to March 1. The schedule is variable and depends on weather conditions as well as the operational needs of the municipality.

DUTIES AND RESPONSIBILITIES

1. PROGRAMME/SERVICE

Preparation and maintenance of ice skating rinks

- Ensure the quality of the ice surface is maintained by clearing the snow and performing routine maintenance, including flooding and watering the ice outside of regular operating hours, as required and in accordance with training and established procedures,
- Operate a variety of motorized equipment, machinery and hand tools required for the maintenance of municipal skating rinks, facilities and related infrastructure,

- Report any accidents, injuries, damage, equipment failure, or safety concerns to the Supervisor of Recreation facilities,
- Maintain an inventory of equipment and supplies, and report maintenance or replacement issues to the Supervisor of Recreation facilities,
- Perform minor maintenance and repairs and ensure cleanliness and proper upkeep of skating rink facilities,
- Perform general rink and facility maintenance tasks outside regular operating hours, as required,
- Use appropriate equipment and technique to remove snow and maintain safe ice and walking surfaces,
- Monitor the condition of the facilities and promptly report any issues, equipment breakdown or situation requiring corrective action.

At the skating chalet

Opening Tasks

- Arrive at the site prior to the scheduled opening time to prepare the installations for public use,
- Unlock the skating chalet and remove any security barriers or protective mesh, as applicable,
- Turn on the interior lighting of the skating chalet,
- Activate the illuminated "Open" sign,
- Conduct a thorough visual inspection of the rink including ice surface, boards, gates and access points, to ensure the facility is safe for public use,
- Inspect the ice surface and remove any snow, ice buildups, debris, or other hazards as required,
- Ensure all access points, stairs, ramps, walkways and surrounding areas are safe and free from hazardous ice and snow accumulation,
- Verify that all required equipment and supplies are available and in good working condition, including shovels, scrapers, cleaning supplies, and the first aid kit,
- Place shovels and other required equipment in designated areas for public and operational use,
- Inspect the general cleanliness and condition of the skating chalet and washroom facilities and perform cleaning duties as required,
- Ensure washroom thermostats are set to the prescribed temperature,

- Confirm that operating hours, rink rules, and safety information are prominently displayed and visible to users,
- Open the rink at the scheduled time and maintain an active presence to monitor facility operations throughout operating hours,
- Provide assistance and information to users, and ensure compliance with rink rules, schedules, and designated skating and hockey activities,
- Report any safety concerns, maintenance issues, equipment malfunctions, incidents, or unusual situations requiring attention to the Supervisor of Recreational Facilities.

Tasks related to the closure

- Place all lost and found items in the designated bin located on the counter,
- Secure the West entrance by locking the handle with the Allen key,
- Collect any shovels or equipment left outside and return them to the skating rink,
- Pick up and dispose of any litter or debris around the rink, surrounding areas and inside the skate chalet,
- Perform daily cleaning of the washroom facilities, including emptying garbage receptacles, sweeping floors, cleaning fixtures, and ensuring counters are clean and tidy,
- Ensure the skating rink chalet and facilities are left in a clean, orderly and presentable condition,
- Turn off all the interior and exterior lights, as required,
- Lock the main entrance door and verify that the facility is properly secured before leaving the facility.

Other

- Always comply with occupational health and safety requirements, municipal policies and procedures, and all applicable WHMIS regulations and guidelines,
- Perform any other related duties required to support the efficient operation of the Parks and Recreation Department,
- Report maintenance needs and minor repair requirements to help ensure that facilities, equipment, and infrastructure remain safe and in good working conditions,
- Welcome visitors, respond to inquiries, and provide assistance as required,
- Monitor recreational facilities and public spaces, control access when required, and promote the safety and security of users, employees, and municipal property,
- Maintain the cleanliness, orderliness, and safety of the facilities at all times,

- Provide basic first aid to injured users in accordance with training received and established procedures,
- Promptly report any incident, accident, inappropriate behaviour, or situation that may pose a risk to the health and safety of users, staff, or the public.

2. HUMAN RESOURCES

None.

3. FINANCIAL RESOURCES

None

4. MATERIAL RESOURCES

- Material resources are provided by the municipality: garden hoses, shovels, garbage bags, cleaning products, scrapers, first aid kit, gasoline and snowblower repair, etc.
- Employees are responsible for materials and equipment assigned to them by their supervisor and are responsible for the safe operation and maintenance of such equipment.
- The incumbent shall maintain the confidentiality of all documents transmitted to him or her in accordance with applicable laws, regulations and policies.

SKILLS AND EFFORT

5. KNOWLEDGE / EXPERIENCE

- High school diploma or equivalent training and experience,
- One month of experience in the field, an asset,
- Valid driver's license (G),
- Certified CPR First Aid,
- Be punctual and available for variable hours outside in winter,
- Excellent organizational skills and ability to work independently with minimal supervision,
- Customer service orientation, interpersonal skills; and dynamic,
- Good oral and written communication skills in both official languages,
- Excellent physical condition and ability to work effectively outdoors in various climatic conditions,

- Demonstrate a strong sense of responsibility and a commitment to high-quality work,
- Demonstrate resourcefulness, autonomy, reliability and flexibility to adapt to changing operational needs,
- Possess the practical knowledge, manual dexterity and technical skills required to perform assigned tasks efficiently and safely, including the operation of a variety of hand tools, power equipment and maintenance machinery,
- Be available to work on a variable schedule, including evenings, weekends and statutory holidays as required to meet the operational needs of the municipality,
- Experience in outdoor rink maintenance or general maintenance (an asset),
- Respect safety rules, including always wearing crampons on icy surfaces.

6. PHYSICAL AND MENTAL EXERTION

This position requires physical effort and ability to perform manual tasks and work outdoors.

- Occasional and short-lived periods of mental focus.
- Physical Requirements:
    - Ability to lift, transport, push, and pull heavy materials, tools, and equipment weighing up to 50 pounds or more.
    - Ability to stand, walk, bend, kneel, squat, and climb stairs and ladders.
    - Ability to safely perform physically demanding tasks while maintaining a good level of productivity and respecting health and safety standards.

7. JUDGMENT

The work is performed under the supervision of the Supervisor of Recreation Facilities, in accordance with municipal by-laws and health and safety and environmental protection standards.

The holder shall exercise his or her judgment:

- Ensuring compliance with regulations, policies and procedures in effect for users;
- Ensuring that users comply with the site's safety instructions and established standards;
- By intervening appropriately to prevent risky situations and maintain a safe environment for all.

8. INTERPERSONAL SKILLS

The incumbent will be required to demonstrate interpersonal skills to interact with his/her immediate supervisor, co-workers and the public.

Contact:

INTERNAL:

- Regular contact with the Supervisor of Recreation Facilities, individuals in the organization and in the Department;

EXTERNAL:

- Contacts with external people, the clientele served and the public.

WORKING CONDITIONS

9. ENVIRONMENT

The work is carried out outdoors in a variable weather context that can sometimes reach extreme conditions including low temperatures, heavy rainfall, strong winds and other unpredictable climatic conditions (snow, cold, bad weather, humidity). The incumbent undertakes to take all appropriate and necessary precautions to comply with all applicable health and safety procedures to ensure the safety of all despite these conditions.

10. CONTROL OF THE WORKING SCHEDULE

During the winter season, the incumbent is required to work irregular shifts, depending on operational requirements.

Winter season (November to March)

- *Ice period* for rinks: variable schedule according to operational needs including a rotation of day and night shifts.

The hours of work correspond to the hours of preparation and opening of the rinks. The opening hours of the rinks depend on weather conditions (up to 7 days per week).

Place of work: Base in Plantagenet Town Hall, located at 205 Old Route 17, Plantagenet, ON K0B1L0. However, the work is done on one of the five (5) outdoor skating rinks in the Township (Alfred, Curran, Lefaivre, Plantagenet and Wendover).

Note: This document has been written using the masculine gender only for the purpose of simplifying the text. It is agreed that all genders are an integral part of this document.