

OPERATIONS OPERATOR - QUEENS PLACE EMERA CENTRE

The Region of Queens Municipality is seeking applications from a well-organized, reliable, and self-motivated individual to join our team as a **Operations Operator** at Queens Place Emera Centre.

The Ideal Candidate will:

- Hold or be working towards obtaining a Refrigeration Plant Operator 2 Ticket or Power Engineer Class 4 Standardized Ticket or higher or hold a restricted temporary certificate of qualification or equivalent interprovincial certifications.
- Have a minimum of one (1) year of refrigeration experience.
- Fundamental understanding of the principles of heating, ventilation and air conditioning components and previous experience in the operation and maintenance of an HVAC system in commercial facilities.
- Understanding of computer applications is necessary to monitor the refrigeration plant, HVAC systems and overall facility maintenance.
- Be flexible and able to work weekdays, weekends, nights & holidays on an as-needed basis.
- Have excellent time management skills.
- Assist with ice maintenance and installation.
- Have the ability to provide custodial services for the facility, snow removal and general facility maintenance, set-up and dismantle for events, meetings & rentals.
- Be able to work well within a team environment.
- Be willing to obtain First Aid, CPR and WHMIS. Maintaining up-to-date certification is required during the term of employment.
- Must possess and maintain a valid driver's license during the entire employment period.
- Agree to mandatory annual Criminal Records and Child Abuse Registry Checks.

Only applicants required for interviews will be contacted. Resumes can be submitted by email, by fax or by mail to the address below:

Region of Queens Municipality
Dana Henley, Operations Coordinator – Engineering and Public Works
142 Hank Snow Drive
P.O. Box 1264
Liverpool, NS B0T 1K0
Phone: 902-354-7170

Email: publicworks@regionofqueens.com

Region of Queens Municipality
Operations Operator

General Accountability

Operations Operator shall be responsible for assisting with the on-site coordination of and provision of operation and maintenance services provided by the Municipality at Queens Place Emera Centre, including assisting with the buildings heating, ventilation, and air conditioning (HVAC) system operation and maintenance, assists with the operation and maintenance of the refrigeration plant and ice quality, performs custodial services, operates and maintains all Queens Place Emera Centre equipment, vehicles, and tools, performs regular maintenance checks of all cleaning equipment, ensures the facility is restocked with required supplies, ensures that facility dressing rooms, change rooms, washrooms, arena, walking track and common areas are always clean and safe, maintains logbooks, operates the ice re-surfacer and any other ice related equipment, undertakes snow and ice removal, salting and sanding, ensures that all areas have organic, recyclable and solid waste receptacles, performs skate sharpening services, supports Queens Place Emera Centre's preparation, set up, and assisting with special events, completes minor repairs to facility equipment and the general building, conducts ongoing visual inspections of Queens Place Emera Centre, adheres to established and approved opening and closing procedures for Queens Place Emera Centre, monitors and performs daily checks to ensure all utilities and facility equipment are operating properly, keeps abreast of all applicable legislation and regulatory requirements, exhibits a friendly, approachable and positive attitude while interacting in a constructive manner with staff, the public and users, assists with the distribution and collection of dressing room keys, maintains a general awareness of the terms and conditions of the various rental agreements, follows safe work practices, assists with coordinating, scheduling, planning, and overall general management, assists with preparation, setup, and operation of events, participates in training and re-certification opportunities, provides security and assistance to staff in other departments, provides assistance to the Parks & Grounds Crew, and carries out other responsibilities as directed from time to time by the Operations Manager. This position description is a general scope of duties and does not limit Management's ability to assign other responsibilities to this position from time to time.

Operations Operator is accountable to the Operations Manager for assisting with daily oversight of all mechanical and maintenance operational

requirements of Queens Place Emera Centre including regular operations, special events, capital and maintenance operations and repairs, and investments to prolong the use of current infrastructure with preventative maintenance.

General Duties and Responsibilities

The following is a general outline of the duties and responsibilities of the Operations Operator. The list is not intended to be all-inclusive nor to limit the Operations Operators' initiative to expand their function beyond this scope nor to limit the Operation Manager's ability to assign other duties.

1. Assists with system operations and maintenance of Queens Place Emera Centre (QPEC) structure and physical plant, including but not limited to the operation and monitoring of the refrigeration plant, ice quality, operation and maintenance of the building's heating, ventilation and air conditioning system (HVAC), arena area, common areas, fitness centre, community room, and meeting room.
2. Responsible for implementation of Preventative Maintenance Program at QPEC, including HVAC equipment, ice refrigeration plant and building's HVAC system, ice resurfacing equipment, including support to all maintenance agreements with external contractors.
3. Undertakes responsibilities of Facility Maintenance Program for custodial services at QPEC to ensure facility maintains a high standard of cleanliness in dressing rooms, washrooms, arena, walking track and common areas including upkeep of proper records of cleaning or incidents is current.
4. Responsible for ensuring that all necessary monitoring of the Ice Refrigeration Plant is documented in the logbook as outlined in the *Crane Operators and Power Engineers Act*. Keeps abreast of all applicable legislation and regulatory requirements, including the *Crane Operators and Power Engineers Act*, Nova Scotia Alcohol and Gaming Authority requirements, *Labour Standards Code*, Occupational Health and Safety requirements, and ensures Queens Place Emera Centre is compliant.
5. Undertakes facility functions and maintenance including training of staff as necessary for installation and removal of ice surface, installation and removal of advertising media, skate sharpening services, ice resurfacing, preparation and tear down for facility promoted or leased rentals and special events, crowd control, winter works, relocation of fitness equipment or other facility furniture as requested.

6. Undertakes repairs to facility equipment and the general building as necessary and provides regular updates to Operations Manager as to any remedial actions that cannot be undertaken immediately.
7. Adheres to established and approved opening and closing procedures for Queens Place Emera Centre.
8. Maintains a general awareness of the terms and conditions of the various rental agreements (community room, meeting room, fitness studio, arena, fitness memberships, special events and multi-purpose areas).
9. Responsible for the implementation of the Municipality's Safety Program for Engineering and Public Works Department staff, ensuring fellow employees are included and trained on a regular basis, attends meetings of Joint Occupational Health and Safety Committee as directed, and makes recommendations to Joint Occupational Health and Safety Committee concerning policy and process changes believed to improve employee safety, while ensuring continual compliance with provincial and federal safety legislation.
10. Maintains good public relations, in dealing with users. This employee must recognize that they are a public servant and must use the utmost respect at all times when dealing with other staff, the general public and council.
11. Holds and maintains a valid driver's license during the entire employment period and safely operates all Municipality-owned vehicles, machinery and equipment.
12. Other duties as assigned by the Operations Manager from time to time.

Qualifications

Applicants for this position must hold or be working towards obtaining a Refrigeration Plant Operator 2 Ticket or Power Engineer Class 4 Standardized Ticket or higher, or hold a restricted temporary certificate of qualification or equivalent inter-provincial certifications and have a minimum of one (1) years of refrigeration experience. This employee must have a fundamental understanding of the principles of heating, ventilation and air conditioning components and previous experience in the operation and maintenance of an HVAC system in commercial facilities. Understanding of computer applications is

necessary to monitor the refrigeration plant, HVAC systems and overall facility maintenance. Additionally, the employee must possess and maintain a valid driver's license during the entire employment period.

Salary Scale

The salary scale for this position is Range 11 of the Municipality's Salary Compensation Policy.

Approved by Council: October 11, 2022