

PART-TIME CASUAL OPERATIONS ATTENDANT - 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 **Part-Time OR Casual Operations Attendant** at Queens Place Emera Centre.

The Ideal Candidate will:

- 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.
- Assist with Region of Queens Municipality ground maintenance as needed.
- Must possess and maintain a valid driver's license during the entire employment period.
- 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.
- 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 Attendant (Part-time and Casual)

General Accountability

Operations Attendant (Part-time and Casual) 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 performing 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, 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, 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 Attendant (Part-time and Casual) is accountable to the Operations Manager for assisting with daily oversight of all maintenance and operational requirements of Queens Place Emera Centre including regular operations, special events, 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 Attendant (Part-time and Casual). The list is not intended to be all-

inclusive nor to limit the Operation Attendant's initiative to expand his/her 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, including but not limited to arena area, common areas, fitness centre, community room, and meeting room, ensuring that operation and maintenance schedules are followed and completed as directed.
2. Under the direction of the Operations Manager, performs custodian services which includes following daily schedules and procedures as directed to ensure that the facility has a high standard of cleanliness.
3. Operates and maintains all Queens Place Emera Centre equipment, vehicles, and tools in a safe and responsible manner, ensuring regular maintenance is performed including but not limited to oil changes, blade changes, et cetera.
4. Performs regular maintenance checks of all cleaning equipment, including but not limited to the floor scrubber, mops, brooms, carts, vacuums and shovels to ensure equipment is always in good working order, while adhering to manufacturers recommended maintenance schedules for the floor scrubber, vacuums, and all other cleaning equipment as needed.
5. Ensures the facility is restocked to operate in an efficient manner which includes, but is not limited to, janitorial supplies, arena supplies like glass and boards, as well as managing backup equipment and spare parts needed to operate and maintain the facility.
6. Ensures that facility dressing rooms, change rooms, washrooms, arena, walking track and common areas are always clean and safe and routine monitoring is done to ensure supplies are adequately stocked, carrying out frequent cleaning of toilets, urinals, floors, showers, and other publicly used areas, monitoring all facility floors to ensure that any water, hazards, or debris is removed in a timely manner, as well as vacuuming all facility carpets, dust and clean all windows, light fixtures, ledges, and any other facility areas where unsightly debris may accumulate.
7. Operates the ice re-surfacer and any other ice related equipment when required, as well as assists with ice installation and removal process.
8. Undertakes any snow and ice removal, salting and sanding, and other required ice control services in Queens Place Emera Centre's parking lot, walkways, entry ways and exits on a regular basis and that checks are undertaken to ensure the safety of all users from hazards.

9. Ensures that all areas within Queens Place Emera Centre and the adjacent property have organic, recyclable and solid waste receptacles, and ensure that these receptacles are emptied regularly and that waste is properly sorted for collection.
10. Provides skate sharpening services for users at all reasonable times.
11. Ensures that specific requirements for users and user groups are set up or disassembled in a timely manner, including but not limited to, preparation of ice surface, goal nets and moorings in place, scoreboards, audio visual equipment, half ice barriers, removal of glass and boards, moving fitness equipment and other facility furniture, and various requests by users and user groups of the green space and the parking lot area.
12. Completes minor repairs to facility equipment and the general building as necessary and alerts Operations Manager as to any remedial actions that cannot be undertaken immediately.
13. Conducts ongoing visual inspections of Queens Place Emera Centre to ensure that it is maintained at a high level of safety and alerts Operations Manager as to any remedial actions that cannot be undertaken immediately.
14. Adheres to established and approved opening and closing procedures for Queens Place Emera Centre, while ensuring that s/he understands and is trained and familiar with the required processes and procedures for doing so.
15. When required by Operations Manager, monitors and performs daily checks to ensure all utilities and facility equipment are operating properly, reporting problem areas to the Operations Manager for action while maintaining records and schedules on applicable equipment when required.
16. Exhibits a friendly, approachable and positive attitude while interacting in a constructive manner with staff, the public and users, dealing with negative behavior as situation warrants and responds to all inquiries in a timely manner.
17. Assists Queens Place Emera Centre staff with the distribution and collection of dressing room keys and other equipment loans as required from facility users.
18. 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).

19. Remains aware of all prescribed safe work practices and participates in regular staff meetings, regular toolbox/safety meetings and attends Joint Occupational Health and Safety Committee meetings when requested by the Operations Manager.
20. Assists the Operations Manager with coordinating, scheduling, planning, and overall general management of the Operations and Maintenance Services at Queens Place Emera Centre.
21. Assists with preparation, setup, and operation of events hosted at Queens Place Emera Centre, including caterers, promoters, and event planners with various requests.
22. Participates in training and re-certification opportunities to maintain required position certifications and qualifications.
23. Completes all work in a professional, thorough, safe and timely manner.
24. Provides security and assistance to staff in other departments when needed and assists outside 3rd Party Security when required.
25. Provides assistance to the Parks & Grounds Crew when directed by Operations Manager.
26. Other duties as assigned by the Operations Manager from time to time.

Qualifications

Applicants for this position must hold a high school graduation diploma and have a basic understanding of facility maintenance and safe work practices. Additionally, the employee must possess and maintain a valid driver's license during the entire employment period, as well as be certified in Emergency First Aid and WHMIS.

Salary Scale

The wage rate for this position is based on an hourly rate.

Approved by Council: May 14, 2019