

PARKS AND FACILITY OPERATOR I POSITION DESCRIPTION

PURPOSE OF THE POSITION

The Parks & Facilities Operator I is responsible for assisting with the operation, maintenance, and repair of municipal recreation facilities, parks, green spaces, playgrounds, outdoor recreational amenities, and associated municipal infrastructure within the Town of Redwater.

The position is intended as a developmental role focused on operational training, safety awareness, facility operations, parks maintenance, equipment familiarization, and progression toward Parks & Facilities Operator competency and certification.

SCOPE

Reporting to the Parks & Facilities Manager, the Parks & Facilities Operator I is a member of the Parks & Facilities Team and assists with facility operations, arena operations, parks and green space maintenance, playground inspections, pool operations support, and related operational activities.

Work is performed under the direction and supervision of senior operators and management. Responsibilities and operational authority increase as competency, training, and experience develop.

RESPONSIBILITIES

Recreation Facility Operations:

- Assist with opening, operating, monitoring, and securing municipal recreation facilities for public events, rentals, programming, and daily operations.
- Assist with facility setup and teardown activities related to programs, events, and bookings.
- Participate in maintaining municipal facilities in a clean, neat, safe, and operational condition.
- Respond appropriately to patron inquiries or concerns in a courteous and professional manner.

Parks and Green Space Maintenance:

- Assist with maintenance activities related to parks, playgrounds, sports fields, campgrounds, green spaces, trails, boulevards, and cemetery areas.
- Participate in seasonal landscaping, mowing, trimming, irrigation, vegetation control, and beautification activities.
- Assist with daily and weekly playground safety inspections under the direction and supervision of certified staff.
- Assist with snow removal and ice control activities for facilities, sidewalks, entrances, and parking areas.

Facility Maintenance Operations:

- Assist with minor facility maintenance activities including painting, janitorial support, basic carpentry, plumbing, mechanical, and general maintenance tasks.
- Assist with monitoring facility systems and reporting maintenance concerns to the Parks & Facilities Manager.
- Participate in maintaining facility maintenance records and operational documentation.

Arena and Ice Operations:

- Assist with arena and curling ice maintenance operations including flooding, edging, scraping, and seasonal startup/shutdown activities.
- Assist with monitoring arena refrigeration systems and associated equipment under supervision.
- Assist with facility scheduling and arena change room setup requirements as directed.

Equipment Operations:

- Operate equipment and tools in a safe and effective manner in accordance with training and authorization levels.
- Assist with daily safety inspections, fueling, cleaning, and minor maintenance of equipment and tools.
- Equipment and facility systems operation shall only be performed where appropriately trained, competent, and authorized by the Employer.

Pool and Seasonal Operations:

- Assist with outdoor pool operational support activities as required.
- Assist with seasonal operational activities including special events and community programming support.

Other:

- Documentation of daily operational activities as required.
- Participate in on-call facility schedules as required.
- Attend work related training, workshops, and seminars as required.
- Adhere to the Town of Redwater Health and Safety Program and Municipal Code of Ethics.
- Maintain accurate operational records and participate in asset management data collection activities as required.
- Perform other related duties as assigned by the Parks & Facilities Manager.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge:

- High School Diploma or equivalent.
- Minimum one (1) year experience in parks, recreation facility operations, landscaping, facility maintenance, or related field considered an asset.
- Completion of core Alberta Association of Recreation Facility Personnel (AARFP) Level I certifications including:
 - Arena Operator I
 - Arena Maintenance I
 - Building Maintenance I
 - Parks & Sport Field Operator I
- Working toward additional certifications including:
 - Pool Operator I
 - Curling Rink Operations or internal equivalent training
- Valid Class 5 Alberta Motor Vehicle Operator's Licence.
- Demonstrated competency operating light equipment and tools including:
 - Skid steer
 - Push mower
 - Weed whip
 - Light landscaping equipment
 - Basic facility maintenance tools
- WHMIS, First Aid / CPR, and Fall Arrest certifications or willingness to obtain.
- Chainsaw awareness/basic operation training considered an asset.

Skills:

- Effective verbal and written communication skills.
- Strong interpersonal skills and ability to work within a team environment.
- Ability to work independently with minimal supervision while following work-alone procedures.
- Ability to perform physically demanding work in outdoor environments.
- Ability to respond appropriately to public inquiries and concerns.

Personal attributes:

- Honest, trustworthy, and respectful.
- Flexible and adaptable.
- Demonstrate strong work ethic.
- Promote positive community awareness and public relations.
- Demonstrate willingness to develop operational skills and certifications.
- Maintain professional appearance and hygiene.
- Adhere to the Municipal Code of Ethics.

CERTIFICATION

Employee Signature

Supervisor's Signature

Printed Name

Supervisor's Title and Name

Date

Date

I certify that I have read and understand
the responsibilities assigned to this position

I certify that this job description is an
accurate description of the
responsibilities assigned to the position

Senior Administrative Officer's Signature

Date

I approve the delegation of responsibilities outlined herein within

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.