

RECREATION FACILITIES OPERATION ATTENDANT

Department of Community Development – Recreation
Town of Lunenburg, Nova Scotia

Located on Nova Scotia's beautiful South Shore, the Town of Lunenburg is a diverse and vibrant community of +2300 year-round residents with numerous seasonal residents. Lunenburg is a coastal town offering a multitude of cultural and recreational opportunities, which supports a quality of lifestyle and is within a short driving distance of Halifax Stanfield International Airport.

Lunenburg maintains a diverse balance of initiatives that focus on community environment and development providing quality municipal services to the community, is a priority. Lunenburg Town Council and staff are committed to ensuring residents, business owners and visitors fully enjoy the best of Lunenburg a UNESCO World Heritage Site.

SUMMARY:

The Recreation Facilities Operation Attendant is responsible for the maintenance and general operation of the Recreation Facilities consisting of the Arena, Community Centre, Baseball & Soccer Fields, Playground, Skate Park and Trails.

This position reports directly to the Recreation Manager.

RESPONSIBILITIES:

ARENA

- Prepare the Arena surface and other related equipment for ice installation
- Assist with installation and painting of Arena ice
- Maintain the ice to its highest possible standard using a combination of the ice resurfacer, edger and ice measurements
- Be fully knowledgeable in the effective use and maintenance of the ice resurfacer and edger, change propane tanks and blades, using safe work practices
- Maintain and clean the Arena daily including the bleacher area, balcony area, players benches, dressing rooms, penalty boxes, washrooms, office, canteen and walkways
- Responsible for proper accounting of rentals, receipts and take admission for all public skating sessions
- Maintain a daily record of all ice rentals
- Answer phone and take facility rental bookings as required
- Maintain order and discipline during all ice times
- Maintain the engine room and all workspaces in organized and clean conditions
- Ensuring all equipment is in proper working order and operated using safe work practices
- Refer to individual machine schedules and record all machinery readings on a scheduled basis
- Ensure the tool room including all tools and equipment are organized, clean and tools and equipment are in good working order
- Conduct periodic inventory checks of tools and equipment

- Conduct general interior/exterior building maintenance and repair as required
- Be responsible for the Arena's security, open and close the building as required for all rentals and other skating sessions
- Be knowledgeable of all rules and regulations governing use of the Arena and ensure patrons comply with same
- Conduct pre/post maintenance check of the condenser, compressor and chiller, ensuring necessary belts are loosened
- Review and conduct pre-start up check list
- Off-Season maintenance, painting, plumbing, repairs etc. as required
- Always maintain positive public relations
- Report problems immediately to Recreation Manager

COMMUNITY CENTRE:

- Cleaning daily and after each rental of the Community Centre including the auditorium, fitness studio and meeting room, weight room, the foyer, hallways, kitchen and Recreation office
- Open and close the Community Centre for each rental ensuring adequate security
- Ensure all rental requirements are met, tables, chairs, sport equipment, electrical needs, water hook up etc.
- Set up, take down and cleaning of equipment for the Community Centre programming including, badminton, pickleball, open gym etc.
- Collect appropriate rental fees and issue receipts as required
- Cleaning facilities (rental area, foyer, bathrooms and garbage) after weekly market, daily programs and daily rentals (during and off-season including arena)
- Conduct general maintenance and repairs to the building interior/exterior as required
- Be knowledgeable of all rules and regulations governing the use of the Community Centre and ensure patrons comply
- Assist Recreation Manager with Town of Lunenburg special events as required (Canada Day, Fishers' Memorial service, flag raisings etc.)
- Always maintain positive public relations
- Report problems /concerns to Recreation Management

GROUNDS: (Playing field, soccer/baseball fields, Victoria Road Park, Arena/Community Centre exterior grounds, playgrounds, skate park, trails, Academy grounds)

- All fields and other grounds shall be maintained on a regular basis (mowed, whipper snipped, seeded etc.)
- Baseball field and track will be dragged and raked as necessary prior to rentals
- Trails will be mowed and groomed on regular basis
- Clean baseball dug outs and conduct maintenance as required
- Ensure all equipment is maintained in good working order and is operated using safe work practices
- Ensure all grounds are restored to a neat and tidy condition after various functions

- Ensure Arena and Community Centre garbage bins area is kept clean and tidy
- Remove snow and ice from grounds as required, ensure emergency entrances/exits are free of snow and ice and apply salt to Arena and Community Centre grounds as required
- Inspect playgrounds and conduct maintenance as required
- Change notifications on Victoria Road Recreation/Council sign as directed
- Always maintain positive public relations
- Report problems immediately to Recreation Manager]

GENERAL:

- Work hours will rotate between days and evening shifts, including weekdays, weekends and statutory holidays
- Work conditions include both indoor and outdoor year- round
- Ensure that PPE (Personal Protection Equipment) in accordance with the task is used always!

WHAT YOU POSSESS:

- Grade 12 Diploma, GED or equivalent
- Class 5 Nova Scotia Drivers License with clean abstract
- Class C First Aid-CPR
- RCMP- Vulnerable Sector check
- Refrigeration Plant Operator, Second Class Power Engineer License an asset
- WHMIS

WE OFFER:

Hourly Rate: \$26.10 – Non-Union.

A comprehensive Benefits package.

Closing Date: December 20,2024

Please send cover letter and resume in confidence to:

Email: hr@townoflunenburg.ca

With RECREATION FACILITIES OPERATION ATTENDANT in the subject line.

We thank all candidates for your interest – only those selected for an interview will be contacted.

All Candidates must be legally eligible to work in Canada.

The Town of Lunenburg is committed to the fundamental principles of Equal Employment Opportunity and in accordance with the Nova Scotia Human Rights Act and Accessibility Act.

Check Us Out!

www.townoflunenburg.ca

