



## MUNICIPALITY OF MIDDLESEX CENTRE

### Part Time Facility Operator (Seasonal Contract)

The Municipality of Middlesex Centre is a growing municipality of approximately 18,000 people in the County of Middlesex and located to the north and west of the City of London. The Municipality is seeking a qualified individual to join our Community Services Department for the position of **Part Time Facility Operator** for the upcoming fall/winter season.

#### Position Summary

Under general supervision, the Part Time Facility Operator performs work related to the day to day operation and maintenance of recreational facilities including arenas, community centres, fire halls, parks, trails, gardens, grounds and playfields. The incumbent will work in a team environment alongside other operators and contractors to ensure proper operation and maintenance of the above facilities.

The successful candidate **may work up to 40 hours per week** on a rotating shift including evenings and weekends. Note: As this is a part time position, hours per week will vary.

#### Minimum Qualifications

- Grade 12 Education
- Unrestricted Class G Driver's Licence
- Minimum 3 years progressive experience in recreation/facility/park operations
- Public relations experience when dealing with members of the public
- Experience in the operation of related equipment, demonstrated mechanical aptitude
- Knowledge of the Occupational Health & Safety Act
- Strong technical experience and knowledge within Facility & Park Operations including HVAC, Air Conditioning and Refrigeration, Building Controls, Electrical Systems, Plumbing and Energy Management, Turf/Grounds Maintenance and Snow Removal
- Knowledge of all legislative requirements found in Facility/Park Operations
- Strong leadership, organizational, interpersonal relations, oral and written communication skills
- Computer literacy utilizing the Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and the ability to work within Building Automation Systems, Work Order Ticketing System and Payroll Software
- Have sound judgement and ability to competently represent the Municipality as a professional

A detailed job description for the position is available on our website [www.middlesexcentre.on.ca](http://www.middlesexcentre.on.ca)

Salary range for 2018 is \$23.38 to \$27.35 per hour and **may work up to 40 hours per week**. This position may be required to work extended hours as required.

To apply for this position, please submit a resume outlining qualifications and experience no later than 4:00 p.m. on Friday August 10, 2018 to:

Scott Mairs  
Director, Community Services  
Municipality of Middlesex Centre  
10227 Ilderton Road, RR2  
Ilderton, ON N0M 2A0  
[mairs@middlesexcentre.on.ca](mailto:mairs@middlesexcentre.on.ca)  
Fax 519-666-0271

Middlesex Centre is an equal opportunity employer and is committed to inclusive, barrier-free recruitment and selection processes and work environments. Please advise us of any accommodations needed to ensure your access to a fair and equitable process. Any information received relating to accommodation will be addressed confidentially

*We thank all applicants who apply, but only those applicants to be interviewed will be acknowledged. Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used for candidate selection purposes only.*




### Position Synopsis and Purpose

Under general supervision, the Part Time Facility Operator performs work related to the day to day operation and maintenance of recreational facilities including arenas, community centres, fire halls, parks, trails, gardens, grounds and playfields. The incumbent will work in a team environment alongside other operators and contractors to ensure proper operation and maintenance of the above facilities.



Description	Approx. Time Spent (%)
<p><b>Facility Maintenance</b></p> <ul style="list-style-type: none"> <li>• Performs work related to the day to day operation and maintenance of recreational facilities such as arenas, community centres and fire halls</li> <li>• Monitors the arena refrigeration plants</li> <li>• Performs manual duties involving basic repairs, service and maintenance work to plant equipment</li> <li>• Provides on shift direction to Part Time Staff such as Facility Attendants, Concessionaires, Housekeeping and Customer Service Representatives</li> <li>• Interacts and provides customer service to facility patrons in a courteous manner</li> </ul>	60%
<p><b>Parks and Grounds Maintenance</b></p> <ul style="list-style-type: none"> <li>• Performs work related to the day to day operation and maintenance of parks, trails, gardens, grounds and playfields</li> <li>• Snow Plowing of assigned parking lots</li> <li>• Grass Cutting within assigned parks and open space</li> <li>• Performs manual duties involving basic repairs, service and maintenance work to park equipment such as playgrounds</li> <li>• Provides on shift direction to Part Time Staff such as Parks Attendants</li> <li>• Interacts and provides customer service to park patrons in a courteous manner</li> </ul>	40%

Description 	Approx. Time Spent (%)
<b>Other</b> <ul style="list-style-type: none"> <li>Undertakes other duties as directed by the Lead Hand of Operations and/or Supervisor as relevant to the position</li> </ul>	10%

\*Note: All activities are expected to be performed in a safe manner, in accordance with the Occupational Health and Safety Act and its Regulations, along with Corporate Safety policies, procedures and programs. In addition, all necessary personal protective equipment must be used and maintained in good condition.

## **Minimum Qualifications**

### Education (degree/diploma/certifications)

- Grade 12 Education
- Unrestricted Class G Driver's Licence

### Experience

- Minimum 1 year progressive experience in recreation/facility/park operations including maintenance and repair experience or related experience.
- Public relations experience when dealing with members of the public
- Experience in the operation of related equipment, demonstrated mechanical aptitude and knowledge of the Occupational Health & Safety Act

### Knowledge/Skill/Ability

- Strong technical experience and knowledge within Facility & Park Operations including HVAC, Air Conditioning and Refrigeration, Building Controls, Electrical Systems, Plumbing and Energy Management, Turf & Grounds Maintenance and Snow Removal
- Knowledge of all legislative requirements found in Facility/Park Operations
- Strong leadership, organizational, interpersonal relations, oral and written communication skills
- Computer literacy utilizing the Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and the ability to work within Building Automation Systems, Work Order Ticketing System and Payroll Software
- Have sound judgement and ability to competently represent the Municipality as a professional



## Preferred Qualifications

### Education (degree/diploma/certifications)

- Post-secondary college diploma (2 year program) in either Recreation & Leisure Administration, Facility Operations, Park Operations or a related field of study
- Basic Refrigeration Certificate through Ontario Recreational Facilities Association
- Certified Ice Technician (CIT) through the Ontario Recreational Facilities Association
- Standard First Aid & CPR/AED
- Building Environmental Systems Certificate through either Fanshawe, Seneca or Sheridan College



## Work Setting

### Contacts

Frequency Legend	
<b>Constant</b> – every day for most of the day	<b>Occasional</b> – bi-weekly to monthly
<b>Frequent</b> – daily	<b>Rare</b> – once in a while
<b>Regular</b> – weekly	

Contact	Frequency	Nature of Interaction
Public	Regular	Public inquiries
Department	Frequent	Facility Operators, Lead Hand, Supervisor
Contractor / Consultants	Rare	Monitor work performed
Municipal Departments	Rare	Provide staff and equipment assistance

### Work Conditions

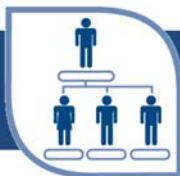
This position's time will be spent predominantly in recreational facilities such as the arenas but may be called upon to perform work in community centres, fire halls, parks, trails, gardens, grounds and playfields.

Part Time Facility Operators may work are 40 hours per week, on a rotation schedule which will include evenings and weekend work. Note: As this is a part time position, hours per week will vary. This position works with hazardous products containing MSDS such as Anhydrous Ammonia, monitors the refrigeration plants and works around other utilities (hydro, water, wastewater, gas, telecommunications, etc.). The use of Personal Protective Equipment will be required at all times.



## Corporate Values

- **Openness** – Middlesex Centre is a large and diverse community. In order to respect this diversity, constant and respectful communication between community members is necessary.
- **Cooperation** – Middlesex Centre is a growing municipality. The council and citizens must work together to ensure that their community grows into the place they want it to be.
- **Trust** – The trust between community members is what makes Middlesex centre an inclusive community. Community trust is built through sensible planning, reliable service and public engagement.
- **Respect** – The residents of Middlesex Centre come from diverse backgrounds. It is only through respect for the varied backgrounds and experiences of residents that common ground can be achieved.
- **Tradition** – As a diverse municipality, Middlesex Centre is home to many proud histories and varied traditions. The actions of community must value those existing traditions while continuing to forge new traditions moving forward.
- **Innovation** – Middlesex Centre must be a community which embraces changes. It must remain open to all ideas to become a flexible, progressive municipality which can successfully anticipate and adapt to changing conditions.



## Position Classification

<b>Position Title:</b> Part Time Facility Operator	<b>Division:</b> Facilities/Parks
<b>Department:</b> Community Services	<b>Classification:</b> Non Union
<b>Branch:</b> N.A.	<b>Reports to (Direct):</b> Facility Services/Parks & Open Space Supervisor (seasonal dependent)
<b>Position(s) Supervised Directly:</b> None	<b>Position(s) Supervised (Indirectly):</b> Customer Service Representatives, Housekeeping, Concessionaires, Facility Attendants, Park Attendants
<b>Effective Date:</b> September 7, 2017	<b>Revision Date:</b> September 7, 2017
<b>Equivalency Code:</b> N/A	<b>Hours per week:</b> Vary, Up to 40 hours/week