

**THE CORPORATION OF
THE TOWN OF INGERSOLL**

Invites applications for the position of

Casual Arena Worker – Student
Part-time/Casual
Student

The Town of Ingersoll is currently seeking Casual Facility Maintenance workers to join our talented maintenance/operations team. This is a part-time/casual role with hours to be worked primarily on weekends with occasional shifts scheduled during the week to provide coverage for vacation and illness. This position may work up to 24 hours in a week; however is typically scheduled for 8-12 hours weekly during the 2023-2024 ice season.

Position Overview

Reporting to the Parks and Facilities Supervisor, the Facility Maintenance Worker is responsible for assisting the Facility Maintenance Worker at the Arena by moving and removing nets on the ice surface, supervising public skate and performing general maintenance and cleaning throughout the facility.

Specifically, Casual Facility Maintenance staff are responsible for:

Facility Maintenance

- Ensure a high standard of safety and cleanliness are maintained within assigned facilities.
- Carry out a complete range of maintenance duties, including, but not limited to:
 - Moving nets for the ice resurfacer. While moving nets the employee must ensure all precautions are met to keep the public off the ice surface
 - Setting up, tearing down and cleaning meeting rooms for scheduled activities.
 - Sweeping, cleaning and disinfecting the entire facility each shift as per established maintenance programs.
 - Assisting to ensure the building is cleared and secured at the end of each shift.
 - Responding to requests for assistance from staff
- Receive complaints/inquiries from the public; resolving the matter or referring the issue to the appropriate staff member.

Public Skate

- Ensure Public Skate starts and ends at the scheduled times
- Patrol the ice surface during Public Skate to ensure safety for all patrons
- Ensure all Public Skating rules are followed at all times
- Assist the public with any concerns or complaints

Additional Expectations

- Maintain strict confidentiality in the performance of duties and with respect to confidential and/or sensitive information.
- Work in compliance with the *Occupational Health and Safety Act and Regulations*.
- Model and champion the values and mission of the Town of Ingersoll at all times.

Perform any other related duties as assigned



Qualifications

We are seeking individuals that take pride in their work, demonstrate a strong work ethic and can operate independently. Additional requirements include:

- Grade 12 Diploma or GED (or actively working towards its achievement), or equivalent combination of education and experience.
- Possession of, or willingness to obtain Standard First Aid and CPR Level C certification.
- Valid Ontario's driver's license.
- A clear Criminal Record Check.
- Physical capability to perform all essential job duties including lifting/carrying 0-25 kg, standing for prolonged periods, climbing stairs and ladders, crouching, kneeling, bending, twisting, and operating power tools and machinery.
- Previous experience skating on ice surface

Availability Requirements

Shifts are scheduled primarily on the evenings and weekends

Wage Rate

This position is compensated at minimum wage.

To explore this exciting opportunity further, qualified candidates are invited to submit their application, in confidence, to the attention of the HR Coordinator no later than September 22nd, 2023.

Wenqing Liu

HR Coordinator

Town of Ingersoll

Wenqing.liu@ingersoll.ca

The Town of Ingersoll is an equal opportunity employer and will make accommodations available to applicants with disabilities upon request and throughout the entire recruitment process.

While we appreciate all applications received, only those invited for an interview will be acknowledged. Personal information submitted is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used to determine suitability for the position advertised.