



## JOB DESCRIPTION

**Date Prepared:** August 24, 2010  
**Supersedes:** N/A  
**Job Title:** Arena Worker I  
**Reports to:** Director of Works and Operations

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### Position Summary:

Perform a variety of maintenance and operational functions such as building maintenance and janitorial, operating ice resurface machine, ice making, refrigeration plant maintenance.

### Key Job Duties

#### **Program Development and Implementation**

- Building operation, maintenance and janitorial
- Refrigeration plant maintenance
- Ice resurfacers operation
- Ice making
- Boilers and sprinkler system monitoring
- Enforcement of arena regulations and policies

#### **Operations- Administration/Working Function**

- Perform building maintenance: preventative maintenance, required equipment checks, plumbing repairs such as new drains faucets, electrical such as new switches, ballasts, carpentry such as replacing wood floors, painting, replacing hinges, latches
- Perform janitorial functions such as sweeping, mopping, cleaning washrooms and glass, seal and wax floors, remove garbage
- Operate and maintain ice resurfacers machine: preventative maintenance, change blade, cloth, squeegee, broom, and impeller, operate machine to finish ice surface, ensure ice painting, lines, circles, logos are correct, ensure uniform ice thickness and ice edges
- Refrigeration plant maintenance, minor repairs and operation: oil and drain chiller; trouble shoot, add oil to compressor, assist in replacing sleeve on brine pump shaft, start up and shut down plant, find and repair ammonia leaks
- Assign dressing rooms to users, open and close concession stand, security check of building prior to closing, provide list of needed supplies and parts, ensure Arena policies and regulations are adhered to such as use of foul language, drinking in stands, horseplay

#### **Customer Service/Communications**

- Provide high levels of customer service to arena users, members of the public, handle enquiries and provide information and direction

#### **Risk Management Health and Safety**

- Practice effective risk management, health and safety practices and procedures, observing, removing and reporting work site hazards
- Ensure proper daily inspections of facility, including documentation
- Deal with security issues

#### **Leadership and Supervisory**

- Participate as a team member ensuring high performance and service in the Arena
- Supervise special events clean-up functions

**Financial**

- N/A

**Qualifications:**

- Education:
  - High School Graduation
- Certification:
  - Current BC Driver's License Class 5, Ice Facility Operator or Power Engineering Class 5 w/ Refrigeration
- Safety Certification and Other Licenses:
  - Level 1 First Aid, WHMIS
- Desirable Certification and Training:
  - CPR/Defibrillator
- Experience:
  - 2 years civic building maintenance or an equivalent combination of education, training and experience

**Skills:**

- Develop and maintain effective workplace relationships
- Demonstrate Tact & Diplomacy
- Plan and organize daily work
- Make effective decisions
- Skill, ability, knowledge of all functions detailed in the job description

**Job Provisos:**

- Maintain professional and technical requirements for the position
- May be required to perform additional related duties as assigned by supervisor

**SIGNATURE:**

  
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Chief Administrative Officer