



Job Posting

TEMPORARY POSITION

Community Services - Recreation Operator

Posting Date: November 12, 2020

Classification: Temporary Recreation Operator

Reports to: Community Services Foreman

Hours of Work: 35 to 40 hour work week, will include shift work, evenings and weekends.

Rate of Pay: \$22.50 - \$24.57 per hour

Posting Period: November 12 - November 27, 2020 or until suitable candidate is hired.

We are seeking a hard-working and enthusiastic Temporary full-time operator to join our team in the Community Services Department.

The Town of Hanna owns and operates several impressive community facilities, which is comprised of one ice skating arena, a 6 sheet curling rink, an outdoor swimming pool complete with waterslide, a multi-use facility (Centennial Place), numerous parks and sport fields, and a community center. Our facilities also regularly host concerts, music events, trade shows, rodeos, conferences, and large tournaments.

The Community Services department is the team that ensures that both local residents and visitors have an excellent experience from the moment they step into our recreation facilities until the second they unfortunately have to leave; we are looking for a new member to join this team.

As the Temporary Community Services Operator, you will ensure that the Town of Hanna facilities are safe and clean, and you will engage in making small repairs to minor deficiencies as they arise from regular wear and tear. Your enthusiasm and excellent customer service skills will ensure customers are always smiling. Plus, you'll get to drive the Olympia!

If you want to make a positive difference in your community, please apply for this temporary position. You will work 35 to 40 hour per week on shift work, including evenings and weekends to ensure our recreation facilities are open and sparkling for all ages.

A detailed job description can be found at: www.hanna.ca

Required Knowledge, Skills, and Abilities:

- High School Diploma or G.E.D;
- Valid Alberta Class 5 Driver's License;
- First Aid, CPR & WHMIS Certifications are preferred;
- Ability to comprehend and carry out written and oral instructions;
- Strong physical capability;





- Commitment to working in a team environment;
- Strong communication, problem-solving, and interpersonal skills;
- Able to deal with people sensitively, tactfully, diplomatically, and professionally at all times; and
- Knowledge of the methods, techniques, and requirements for the maintenance and upkeep of buildings, facilities, grounds, and equipment.

Additional experience or education considered to be an asset:

- Experience working in maintenance operations
- Tree Pruning training
- Building Maintenance Certification
- Arena Operator Level 2
- Swimming Pool Operator Level 1
- Pesticide Applicator Certification
- CSA Playground Certification

Duties and Responsibilities:

- Ice surface and refrigeration plant maintenance Ice making, edging, changing glass and board repairs, and record keeping;
- Maintenance and repair of Olympia for ice surface
- Maintenance and repair of parks equipment – mowers, tractors, bobcat, etc.
- Facility maintenance including painting, fixing doors and hardware, cutting/trimming grass, working with various hand tools, monitoring public safety and security, and removing snow from parking lots and sidewalks, minor plumbing and electrical repairs;
- Janitorial maintenance including cleaning washrooms, dressing rooms, maintaining janitorial equipment like floor scrubber, collecting and removing garbage and litter from facilities and grounds;
- Special event setups and tear-downs including setting up tables, chairs, staging based on customer request; and
- Summer duties will be focused upon our outdoor sports and pool facilities with the same attention to detail and care.

Interested candidates must submit a cover letter and a detailed resume to:

ATTN: Application – Temporary Employment - Operator
Town of Hanna
Box 430 Hanna, AB T0J 1P0
Email: gsnell@hanna.ca

This posting will close on November 27, 2020 at 4:00 p.m.

We would like to thank all applicants for their interest; however, only those candidates selected for an interview will be contacted

