



EMPLOYMENT OPPORTUNITY

Community Services Department - Arena Attendant, Adult, Contract

Under the direct supervision of the Arena Supervisor/Lead Hand, the Arena Attendant will perform maintenance and facility operational duties of the Arena and Community Centre. Tasks include preparing the ice surface, managing equipment, performing routine maintenance, and ensuring the facility is safe and clean for all users and in compliance with all regulations. Successful candidates will work rotating shifts, including daytime, weekends, evenings and holidays, for a contract period of approximately nine (9) months (August 2025 - May 2026). The average work week is forty (40) hours at an hourly rate of \$31.07- \$36.35 per hour (Grade 8).

Number of positions to be filled: 1

Duties and Responsibilities:

Maintenance and Operation of Equipment:

- Operate ice resurfacer (Olympia), ice edger, skid steer, tractor, scissor lift, walk behind floor machines, floor scrubbers and regular pick-up vehicles as necessary.
- Perform general maintenance and service of equipment as required.
- Maintain logs for routine maintenance, repairs, and inspections to ensure all tasks are documented and up to date.
- Provide feedback on any facility or equipment issues and recommend improvements where appropriate.

Safety and Compliance:

- Perform daily building inspections including but not limited to air quality, refrigeration compressor plant checks, Olympia circle checks, fire extinguishers, AED, sprinkler systems, fire alarm panels, emergency lighting, and appliances.
- Monitor and enforce safety regulations and procedures within the arena, ensuring a safe environment for guests, staff, and participants.
- Respond to emergency situations and provide first aid as needed.

Facility Maintenance:

- Clean and stock public washrooms as required.
- Ensure that the arena is clean and maintained before, during, and after events and rentals, including cleaning seating areas, dressing rooms, restrooms, common areas, and Community Centre.
- Maintain waste management, ensuring garbage and recycling are properly disposed of.



- Ensure that all areas are disinfected and sanitized regularly, particularly in high-touch areas, to promote a safe environment.
- Assist with ordering janitorial supplies and maintaining stock levels.
- Ensure that spectator areas, including seating, shielding (glass) and walkways are clear and clean.
- General facility upkeep including painting, repairs, and small to large projects during off-season (no-ice).

Ice Quality Control:

- Monitor and maintain the quality of the ice surface for optimal performance, including assessing temperature, humidity, and thickness.
- Perform regular ice resurfacing with Olympia to ensure smooth and even surfaces.
- Patch and repair ice as needed, addressing cracks, divots, or other imperfections to maintain safety and performance.
- Adjust the ice temperature and humidity levels to prevent melting, cracking, or excessive condensation.
- Collaborate with staff to ensure that ice conditions meet the requirements for different events, from hockey to figure skating and public skating sessions.
- Assist with start-up and shut-down procedures for ice refrigeration system and pads.

Customer Service:

- Provide support for public skating admission when necessary, including the handling of money (POS System) and tracking of participants.
- Assist in communicating with public inquiries related to the Arena and Community Centre.

General:

- Assist with the supervision of seasonal part-time attendants and students.
- Comply with provincial occupational health and safety legislation, regulations, policies and operating procedures.
- Maintain confidentiality in accordance with the Municipal Freedom of Information and Protection of Privacy Act.
- Deal courteously and effectively with the public, staff, suppliers, contractors, other departments and levels of government.
- Other duties as assigned.



Education, Skills, and Certifications:

- Secondary School Diploma or equivalent.
- Qualifying experience in arena and recreation facilities operations, maintenance and associated equipment use. Municipal experience is considered an asset.
- Certification in ORFA Basic Refrigeration; required or willing to obtain prior to start date (at candidate's expense).
- Any additional certifications in Equipment Operations, Refrigeration, or Ice Technology; considered an asset.
- Knowledge of/ability to operate an ice resurfer (i.e. Olympia) safely and effectively.
- Ability to understand verbal and written instructions to perform all assigned duties, including electronic documentation.
- Ability to deal courteously and effectively with the public, staff, suppliers, contractors, other departments, and levels of government.
- Physically able to lift/move to 50 lbs on a daily basis with kneeling and bending on a continual basis.
- Ability to work well under pressure, make sound decisions, and represent the Township in a professional and respectful manner.
- Working knowledge of all Health and Safety related training and implementation.
- Available to work flexible hours, including weekends, evenings, and holidays.
- Valid 'G' Class Driver's License.

Qualified and interested candidates should submit an electronic resume and cover letter to Hunter Gardner, Arena and Recreation Manager (hgardner@uxbridge.ca), specifying the role you are interested in. Applications will be accepted until **Friday, May 30, 2025, at 4:30pm**.

We thank all those who apply, however, only those candidates selected for an interview will be contacted.

The Township of Uxbridge is an Equal Opportunity Employer that is dedicated to an inclusive, barrier-free recruitment and selection process. The Township is committed to diversity, equity, and inclusion within its community and organization, and welcomes and encourages applications from Indigenous Peoples, people of colour, women, persons who live with disabilities, people from 2SLGBTQI+ communities, and people from diverse communities. When requested, the Township of Uxbridge will accommodate applicants throughout the recruitment and selection and/or assessment process, pursuant to the Ontario Human Rights Code. These commitments also apply to our Board and Committee recruitment and selection processes.

Personal information is collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act.