
JOB DESCRIPTION – Part Time Arena Attendant

1. The Part Time Arena Attendant reports to the Operations Manager of the Shuswap Recreation Society or their designate.

2. **Nature and Scope of Work**

The Part Time Arena Attendant is responsible for the installation and resurfacing of ice at the arena, including the operation and maintenance of equipment such as the refrigeration plant and ice resurfacer. This position also provides custodial service and minor repairs and maintenance for the building's washrooms, dressing rooms, etc.

3. **Required Knowledge, Ability and Skill**

- BC Refrigeration Operators Certificate (RO) or equivalent is preferred; however, an Ice Facility Operator (IFO) may be considered;
- Arena Icemaker course is an asset;
- WHIMIS Training;
- BC Drivers License, Class 5;
- Ability to perform minor mechanical repairs;
- Ability to monitor, maintain and troubleshoot an ammonia refrigeration plant; and
- A minimum of 1-year previous experience in the maintenance and operation of an ice arena.

4. **Illustrative Examples of Duties**

Without restricting the general nature and scope of the work, the following are illustrative examples of work which may be expected of the classification:

- Resurfaces ice, using motorized resurfacer and edger as required; checks oil level and pressure on arena refrigeration plant, takes readings every two hours and makes adjustments as required.
- Paints lines and face-off circles on ice at commencement of season and when required throughout the season.
- Checks and cleans washrooms, dressing rooms, stands, protection glass, replenishing supplies as required.
- Performs minor maintenance and repair duties.
- Operates Lost and Found.
- Makes ice equipment repairs as required.
- Sets up tables, chairs and other equipment for meetings, shows and conventions and ensures buildings are open on time.
- Maintains order and behaviors of patrons, attempts to minimize vandalism.
- Changes blades on ice resurfacing machine and performs minor maintenance and repair tasks as required.
- Assists with the installation of ice and operation of ice maintenance equipment.

- Requests mechanical equipment repair as required and assists with annual preventative maintenance program as required.
- Performs related work as required.

Date: September 9, 2020

GM Shuswap Recreation Society: Darby Boyd

Date: September 9, 2020

Human Resources Manager: Sue Wood

Description Date: September 9, 2020