



# Job Description

Job Title: Facility Operator

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Organization: The Corporation of the Municipality of Temagami  
7 Lakeshore Drive, P.O. Box 220 Temagami, ON P0H 2H0

Department: Administration

Reports To: Deputy Treasurer

Revision Date: August 2023

## POSTION OVERVIEW

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Reporting to the Deputy Treasurer the Facility Operator is responsible for **maintenance and operation of all Municipal facilities**. They will coordinate or complete any maintenance that is required to municipal properties and buildings to ensure a safe and astatically pleasing environment.

They will work closely with the Planning/Recreation Coordinator and Administrative Staff, assisting with rentals, set up, clean up, scheduling, organizing events, running programs, etc.

## ESSENTIAL JOB FUNCTIONS

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### As Facility Operator

- Supervision and coordination of the summer youth employees.
- Assist with organizing and running all Municipal events and programs.
- Ensure Municipal facilities are maintained in order to ensure a safe, clean and appropriate environment for recreation activities.
- Responsible for the operation and co-ordination of Caribou Mountain Facilities including its staffing and maintenance.
- Assist in preparing and administering the budget for all facilities and municipal grounds
- Makes recommendations for new equipment as needed in accordance with municipal policies, the Municipal Asset Management Plan and within budget allocations.
- Maintain existing inventory of equipment and supplies.
- Coordinates with administration for facility rentals, scheduling and set up.
- Understand and operate within relevant legislation, standards, policies and procedures.
- Maintain constant community liaison including contacts with local, regional and provincial sport and recreation organizations.
- Coordinates the efforts of general contractors, with some hands-on involvement, as required, in performing a variety of duties connected with maintenance, repair, painting, minor construction, grounds keeping, rink, ice and basic maintenance of ice re-surface or other related mechanical equipment with some assistance and/or training from the Public Works Department.

- Maintain the ice surface with some assistance and training from other municipal departments, as appropriate
- Maintain surveillance and minor service to mechanical, electrical and refrigeration equipment: reports abnormalities or breakdowns of equipment or vandalism.
- Maintain all records in accordance with the Operating Engineers Act.
- Develop preventative maintenance programs and maintain daily work performance and preventative maintenance logs.
- Monitor and prepare correspondence and communication with visitors; address public and organizations; inform public of policies, procedures and availability of facilities for public use.
- Review and suggests changes for policies, procedures, and standards for efficient and effective operation and maintenance of department operations.
- Perform other administrative duties as required; including but not limited to reports, memos, written correspondence, monitoring e-mails, monitoring phone messages and responding appropriately
- Other duties as assigned.

## **QUALIFICATIONS / EXPERIENCE REQUIREMENTS**

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- High School Diploma
- Municipal recreation experience or post-secondary education in Recreation (a combination of education, training and/or experience will be considered).
- **Basic Refrigeration to be obtained in the first 12 months of employment**
- Working knowledge of current recreation trends
- Experience in leading sports and recreation would be an asset.
- A valid Ontario Class G driver's license is required and access to own vehicle is preferred.
- First Aid/CPR, WHIMIS, Propane License, Dangerous Goods would be assets

## **SKILLS, ABILITIES & KNOWLEDGE**

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- Effective oral and written communication skills
- Skill in organizing, prioritizing and handling multiple deadlines and projects
- Skill in First Aid and CPR
- Stress and time management skills
- Decision-making, analytical and problem-solving skills
- Ability establish and maintain effective working relationships with employees
- Ability to maintain and operate equipment and tools in a safe and responsible manner

- Ability to understand and follow oral and written instructions
- Ability to maintain daily records
- Knowledge of workplace safety requirements
- Knowledge of applicable legislation, codes and standards
- Knowledge of industry best practices

## **EMPLOYEE HEALTH & SAFETY RESPONSIBILITIES**

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- Carry out work in a safe manner, preventing safety hazards to the incumbent and others
- Actively participate in municipal safety initiatives and trainings
- Report all hazards, incidents, accidents, near misses, injury or illness promptly to your supervisor
- Follow all municipal policies and procedures as well as the Occupational Health and Safety Act

## **SELECTION GUIDELINES**

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- Rating of education and experience; oral interview and reference check; job related tests might be required
- The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position
- The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change

## **WORKING CONDITIONS**

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This position involves strenuous mental and physical demands. While performing the duties of this job, the employee will be required to do repetitive movements, occasionally lift more than 30lbs, carry and manage equipment and supplies. They may have to work odd or long hours at a time to complete special requests or projects or to participate in or coordinate evening, weekend and off-hour activities.

The Facility Operator may be participating in and leading strenuous physical activities, both indoors and out. The employee is exposed to temperature extremes, which may include but are

not limited to cold, hot/dry, humid, wet and damp conditions at various locations. The employee may occasionally be exposed to airborne dust and natural outdoor particles.

The Facility Operator will work in a number of facilities and outdoor locations and may have to manage a number of people and projects at one time. There may be frequent interruptions related to meeting the needs and requests of the public. The Facility Operator may find the environments to be busy, noisy and will need excellent organizational, time and stress management skills to complete the required tasks. They may have to complete a number of tasks and responsibilities at one time, and must be prepared to deal with emergencies and stressful situations at any time.

The Facility Operator will be required to work some evenings, weekends and holidays based on Municipal needs.

**NOTE:** Application rating of education and experience, oral interview and reference check, criminal check, driver abstract and job-related tests may be required.

In accordance with AODA (Accessibility for Ontarians with Disabilities Act, 2005), accommodations are available to applicants upon request throughout the selection process.

All personal information is collected under the authority of the municipal Freedom of Information and Protection of Privacy Act.