

The Town of Gibbons is accepting cover letter and resumes for the following position:

**POSITION TITLE: Gibbons Arena and Facilities Attendant**

**REPORTS TO: Facilities Manager**

**WORK WEEK: Full Time 37.5 hrs per week**

Under the supervision of the Facilities Manager this position is responsible for a high degree of customer interaction, strong organizational skills, and the ability to work independently or within a team to meet the operational needs of the facility. As the attendant you will be challenged by the arena/facility environment on the ability to prioritize work, knowledge, and experience in all aspects of arena/facility operation.

**Roles and Responsibilities:**

- Ensure quality ice resurfacing to accommodate various user groups.
- Provide quality customer service to a wide variety of arena/ facility users and patrons.
- Monitor the actions of groups and individuals using the arena and facilities.
- Maintain and ensure safe work practices must be observed for all tasks.
- Plan, prioritize and organize tasks to meet daily operational needs of the facility.
- Perform custodial duties, general maintenance, and repair tasks throughout the facility along with related work as required/assigned.
- Responsible for the operation and care of the ice resurfacing equipment and related tools and supplies.
- Monitoring the operation of the refrigeration plant and established relating systems and schedules.
- Keep the Supervisor informed of issues affecting departmental operations, facility concerns, supplies needed and other reports as directed by supervisor.

**Qualification and Requirements:**

- Previous arena operations experience including operating equipment such as ice resurfaces, tractors, or other related equipment of similar size and complexity would be an asset.
- Installation and maintenance of outdoor rinks and curling ice considered an asset.
- An equivalent combination of training and experience will be considered.
- Possession of a valid Class 5 Alberta Motor Vehicle Operator's License.
- Emergency First Aid, AED, and CPR.
- Arena Operator Level 1 must be attained within one year of appointment.

This position may require the Employee to work evenings and weekends from time-to-time and or additional hours over and above the normal work week.

Pay range: \$ 21-23 per hour.

We offer a comprehensive benefits package including pension, professional development opportunities and a supportive work environment.

Application Deadline: **open until filled.**

Please forward cover letter and resume to:

Joel Powlesland

Facilities Manager

[jpowlesland@gibbons.ca](mailto:jpowlesland@gibbons.ca)

**Arena/Facilities Attendant**