

# THE CORPORATION OF THE TOWNSHIP OF KILLALOE, HAGARTY AND RICHARDS

## Job Description

**Position Title:** Outdoor Rink Manager

**Reports To:** Community Development Coordinator

### **Purpose of Position:**

The position of Outdoor Rink Manager provides a variety of maintenance, repair and emergency response services related to the municipality's outdoor rink facilities. Ensures that all users of the rink facilities comply with applicable legislative requirements and municipal policies and by-laws pertaining to the use of municipal property and ensuring that all COVID 19 protocols and guidelines are adhered to.

### **MAJOR RESPONSIBILITIES**

#### **1. Program/Service**

Duties include but are not limited to:

- Flood rinks and establish an ice pad for the skating season;
- Clear snow from ice pad on an "as required" basis and ensure that the ice is kept in a safe and optimal condition;
- Performs various preventative and reactive maintenance tasks on various facility operation systems. Ensures that thermostat is set at 60 degrees F, except in cases of extreme cold, or in special circumstances;
- Monitor facility operation systems and report situations needing attention;
- Operate and perform routine maintenance on a variety of equipment used in facility operation and maintenance;
- Report required maintenance and repairs to the Community Development Coordinator or his/her designate;
- Maintain cleanliness and safety standards in the facility, including performing a variety of janitorial duties as required such as sanitizing high-touch areas including the bathroom area at required intervals;
- Follow and maintain all other applicable legislative, municipal and Renfrew County District Health Unit COVID 19 protocols and requirements;
- Perform First Aid/COVID 19 Emergency Response when required;
- Maintain COVID 19 gathering number limits both inside and outside the facility when required;
- Record contact tracing information of all rink users when required;
- Clear snow from all exits including emergency exits, and salt as necessary;
- Respond to requests from staff, users and the general public to ensure quality service;
- Ensures that all equipment is maintained and stored properly;
- Protects own health and health of others by adopting safe work practices, reporting unsafe conditions immediately, and attending all relevant in-services regarding occupational health and safety. Follows all guidelines for employees and employers as legislated under the Ontario Occupational Health and Safety Act; and
- Other duties as assigned.

## **2. Human Resources**

Under the direction of the Community Development Coordinator or his/her designate, directs and supervises the rink supervisor.

## **3. Financial Resources**

Not responsible for the preparation of budgets or acquisition of funds.

## **4. Material Resources**

Carries out work assignments using a variety of equipment, plus a variety of power tools. Responsible for the safe and effective use and maintenance of equipment, and selects correct equipment to perform all jobs.

## **SKILL AND EFFORT**

### **5. Knowledge**

- Ability to understand and execute oral and written instructions;
- Ability to communicate and work tactfully and courteously with Council, the public, volunteers, and other municipal employees;
- Knowledge of the systems and equipment involved in facility operation and maintenance;
- Knowledge of the use of hand tools;
- Ability to work with minimal supervision;
- Physical ability to perform the assigned duties;
- Must be able to work in both a team environment and independently;
- Must be punctual and reliable;
- Possess excellent problem-solving skills;
- Possess excellent people skills;
- Must be positive, enthusiastic and organized;
- Must possess valid First Aid/CPR training or willing to obtain;
- Must possess and maintain a valid Ontario Class G Driver Licence; and
- Must obtain a current Police Record Check/Vulnerable Sector Check at own expense.

### **6. Physical Effort and Skill**

- Excellent physical condition with the ability to handle physical demands;
- Will be required to clean up after each shift and keep the areas of the rink in a clean and tidy condition;
- Will be required to sanitize all high touch areas including the bathroom at specified intervals;
- Will be required to record all sanitizing of high touch areas;
- May be required to assist with special events and activities;
- May be required to perform First Aid and/or assist someone who has fallen, has a disability or mobility issues;
- May be required to perform a COVID 19 emergency response;
- Will be required to fill out tracking sheets and incident reports; and
- Will be required to record contact tracing information for all rink users.

## 7. Decision Making and Judgment

Work is performed under the direct supervision of the Community Development Coordinator or his/her designate. Access is also available to established policies and procedures for the municipality.

Judgement is exercised in:

- working without supervision once the task has been outlined;
- notifying the Community Development Coordinator or his/her designate of operational problems or issues as necessary; and
- ensuring that work activity is carried out according to quality standards established by the Community Development Coordinator or his/her designate.

## 8. Interpersonal Skills/Contacts

Strong interpersonal skills are required:

### Internal

You must work in a positive way as a team member with other co-workers for the purpose of sharing information and to complete work assignments.

### External

You must work with the public in a positive manner, providing polite and tactful responses to inquiries and providing assistance as required.

## WORKING CONDITIONS

### 9. Health & Safety

- Will be required to follow all established health and safety policies of the municipality and as required by legislation;
- When necessary will be required to wear PPE's related to COVID – 19 (mask, gloves, shield, protective clothing, etc.);
- Will be required to wear a helmet (ice helmet/hockey helmet) when working on the ice. The helmet will be provided by the township;
- Will be required to wear and provide own safety foot wear; and
- Will be required to provide and wear own non-slip safety foot wear on the ice.

### 10. Environment

- Exposed to inclement weather conditions and cold temperatures;
- Exposed to slight physical hazards while performing duties; and
- Often working without supervision.

### 11. Control over Work Schedule

- Flexible hours required, including day, evening and weekend shifts;
- Work holidays and weekends as required;
- Due to the nature of the work, it will be performed in accordance with weather conditions, e.g. flooding, clearing snow, preparing ice pad, and not in accordance with regularly scheduled hours of work; and
- May be called upon with little notice to deal with problems arising at the facility.

**The foregoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all the work requirements that may be inherent in this classification.**