



**TOWN OF BLACKFALDS
EMPLOYMENT OPPORTUNITY**

Blackfalds is one of Canada's youngest and fastest growing communities; with a population of 10,125 and a growth rate of 2.11% in 2018.

Ideally situated in Central Alberta, midway between Alberta's two largest urban Centre's, Blackfalds retains the feel and security of a small-town while being only a short drive from urban amenities of post-secondary education, regional scale shopping outlets and entertainment.

Outstanding recreational opportunities, a robust and diversified economy and affordable land and housing are among the factors contributing to our thriving, successful, and dynamic community.

If you are looking to be a part of a hardworking and fun loving team in our community, please learn more about the Town of Blackfalds at www.blackfalds.com. We look forward to receiving your résumé!

Facilities Operator I – 6 Month Term

Position Summary: The Town of Blackfalds is looking for team player to fulfill the Facilities Operator I position for six (6) months. Reporting to the Foreman, Parks & Facilities, the Facilities Operator I will be responsible to carry out assigned tasks related to the functional areas of Town facilities (Civic / Cultural Centre, Multi-Plex, Abbey Master Builder Centre, Community Hall, Protective Services, All-Star Park, Public Works, FCSS, Rental and Lease Properties) which include facility maintenance, parks and sports fields operations, and custodial duties. Customer service is a high priority including the proper care and maintenance of municipal assets.

Requirements and Qualifications: As part of the Parks & Facilities team you will deal directly with staff and the public in a courteous and friendly manner. You will be a reliable, motivated person who is flexible in adjusting between a variety of duties. You will possess strong communication and planning skills.

You possess experience in a recreation environment with the ability to operate a variety of equipment that is used in all areas of facility operations (ice resurfer, skid steer, lawn tractors, auto scrubber) and to fulfill standby duties as required. An Alberta Association of Recreational Facility Personnel Arena Operator Level 1 is important.

Hours of Work: The hours of work are based on an eighty (80) hour pay period over fourteen days with the possibility of varying schedules to meet operational requirements.

Salary: The hourly range for this permanent full-time unionized position is \$27.30-\$30.73/hour and includes a competitive benefits package.

How to Apply: The Town of Blackfalds is an equal opportunity employer and encourages individuals interested in this position to submit a cover letter and resume to the address below. If applying by e-mail, please ensure your name and the job title is included in the subject line. Position closing date of November 19, 2019 at 4pm MST.

We remind applicants of the pre-employment requirements: Criminal Record Check; Vulnerable Sector Search; Intervention Record Check; valid Class 5 Alberta's Drivers' License and satisfactory Driver's Abstract.

We appreciate and consider all applications, however only candidates selected for an interview will be contacted.

Town of Blackfalds, Box 220, 5018 Waghorn St, Blackfalds AB, T0M 0J0
Attention: Human Resources P. 403.885-4677 (ext.6366)
Email: hr@blackfalds.com website: www.blackfalds.com Fax: 403.885.6243

Town of Blackfalds

Position Description

Title: Facilities Operator I

Reports To: Facilities and Parks Foreman

Direct Reports: None

Position Summary: Participates as a member of the facilities staff and is responsible to carry out assigned tasks related to the functional areas of Town facilities (Civic / Cultural Centre, Multi-Plex, Abbey Master Builder Centre, Community Hall, Protective Services, All-Star Park, Public Works, FCSS, Rental and Lease Properties) which include facility maintenance, parks and sports fields operations, and custodial duties. Incumbents work under fairly close supervision and receive instructions either verbally or written. Ability to operate a variety of equipment that is used in all areas of facility operations (ice resurfacer, skid steer, lawn tractors, auto scrubber) and to fulfill standby duties as required. Customer service is a high priority including the proper care and maintenance of municipal assets. Promotes and participates in the Town safety program and practices.

Required Knowledge, Skills and Abilities

- Proven ability to deal directly with staff and public in a courteous and friendly manner.
- Solid planning, organizing and problem-solving skills.
- Commitment to continuous improvement and excellent customer service.
- Good communication skills and an ability to understand and carry out verbal and written instruction.
- Must be a reliable team player and the ability to work with and without direct supervision.
- Proficient time management skills and flexibility in adjusting between a variety of duties.

Position Requirements

- Maintains Town owned facilities by supporting a preventative building and equipment maintenance/repair schedule.
- Ensures a high level of custodial service is maintained in all facilities.
- Assists with regular inspections of all Town owned facilities and reports any maintenance problems to the Parks and Facilities Foreman. Carries out repairs to buildings upon instruction.
- Prepares Town facilities for scheduled functions (cleaning, set up, take down).
- Provides snow removal for Town owned facilities.
- Ensures that all tasks and projects carried out by the assigned work unit are carried out within Occupational Health and Safety standards and Town policies and procedures.

- Prepares ice surface for user groups as per user schedule, performs ammonia plant maintenance and record keeping, ice resurfacers operation, ice making, and ensures building cleanliness.
- Supports the Parks division as required (cutting, trimming, pruning, weeding, and other Parks duties as assigned).
- In cooperation with the Parks and Facilities Foreman, encourages teamwork, shares and rewards outstanding contributions for individual and group efforts. Provides input into staff development and training programs.
- Maintains and supports a positive and proactive Customer Services philosophy throughout the Department.
- Performs other related duties as required or assigned by the Parks and Facilities Foreman.

Preferred Education and Experience

- Minimum Grade 12
- Alberta Association of Recreational Facility Personnel Arena Operator Level 1
- Related experience, preferably municipal, in a recreation or horticultural environment, including ability to operate and maintain department machinery such as skid steers, large area mowers, towing trailers, etc.
- Valid Class 5 driver's license. With the ability to operate and maintain department machinery.
- Standard First Aid / CPR / AED Certification
- Proven ability to deal directly with staff and public in a courteous and friendly manner.
- Solid planning, organizing and problem-solving skills. Effective management, team building, and leadership strengths.
- Commitment to continuous improvement and excellent customer services.
- R.C.M.P. Criminal Record Check with Vulnerable Sector Check as well as an Enhanced Security Clearance (if required);
- Valid Class 5 driver's license (preference Air Brake endorsement) with current Driver's Abstract

Physical Demands

- Candidate should be physically fit, able to lift 50 lbs., and able to perform equipment attachment changes safely;
- Be physically able to bend/squat/stand/kneel/walk/climb for extended periods at a time

Work Environment

- Outside environment with expectation to work in various weather conditions (heat, cold, rain).
- Very dynamic work environment.
- The noise level in the work environment is quiet to loud dependent on which equipment utilized
- Working safely with a variety of equipment from: ½ ton trucks; water trucks with dump

bodies; skid steers; toolcats; aerial lifts; large area mowers; small mowers; trimmers; chainsaws; small engine equipment; and various power tools