

THE CORPORATION OF THE TOWN OF COCHRANE

Job Title: Arena Maintenance

Reports To: Operations Supervisor

Status: Full-Time

Salary: \$29.01 to \$30.36 per hour with Benefits and a Defined Benefit Pension Plan

Hours of Work: Day and Evening Shifts

Work Location: Cochrane, Ontario

Who we are: The Town of Cochrane is a progressive and growing municipality in northeastern Ontario with a population of approximately 5,500. It employs approximately 65 full time permanent employees, and another 30-40 part time or temporary employees.

Position Summary:

The position of Arena Maintenance is responsible for the maintenance and repair of municipal properties within for the Town of Cochrane. This includes any required general labourer duties as well as Project management of assigned activities. A commitment to Occupational Health & Safety Act compliance in the workplace, for self and fellow workers, is required and the position requires open and effective communication with various supervisors.

Duties:

- Perform spring setup and repairs. Daily maintenance and repairs during seasonal use. Setup and takedown for special events. Dismantling and securing of summer recreational facilities, in the fall season, which includes the waterfront area, ball diamonds, playgrounds, tennis courts, soccer fields and municipal parks.
- Prepare arena and outdoor ice surfaces for winter seasonal use. Perform regular daily arena maintenance and repairs during seasonal use. Perform daily checks of and maintenance to refrigeration plant equipment and operate ice-resurfacing equipment.
- Perform general maintenance on recreational equipment including daily inspections, changing of parts, minor repairs, greasing, cleaning and washing.
- Janitorial duties - clean washrooms, dressing rooms, floors, spectator stands, lobby etc.
- Shovel snow at main entrances, exit doors etc.
- Be proficient in the operation of small equipment, light duty vehicles and, on occasion, heavy-duty vehicles and equipment in accordance with municipal policy and procedures and safe work practices.
- Perform general maintenance on town facilities including Public Works Garage, Town Hall, Cochrane Day Care and other Municipal facilities.
- Perform general labourer duties involving manual labour and using hand tools and small equipment.
- Assist in delivery of workplans for winter and summer operations as directed by supervisory staff.
- Must be able to work with minimal supervision.
- Provides direction and field supervision to assigned staff and summer students on an assigned basis.
- Ensure compliance as a worker with the Occupational Health and Safety Act and other pertinent regulatory legislation for self and fellow workers in all aspects of municipal operations.
- Establish and maintain a system of open and effective communication with supervisory staff.
- Attend and participate in training sessions as scheduled by management or as requested for and approved by management.
- Must deal with public in a courteous and professional manner at all times.
- Attend meetings of the following:
 - Municipal Operations Committee (as required)

- Special Projects (as required)
- Municipal Operations Management Team (as required)
- Staff Meetings (as required)
- Others (as required)
- Other duties as assigned.

Requirements:

- Must possess a Grade 12 education.
- Possession of a valid Class “DZ” driver licence or willingness to obtain would be an asset.
- Proficient in operation of small equipment, light duty vehicles and, on occasion, Heavy-duty vehicles and equipment.
- Be available in case of emergency (within reason) and be prepared to work during inclement weather.
- Proficient in the operation of ice resurfacing equipment (Zamboni), arena repairs and refrigeration plant maintenance.
- Demonstrated basic carpentry, building repair and equipment maintenance skills.
- Knowledgeable of the application and use of personal protective equipment in the work environment.
- Be prepared to work extended hours when called upon or as required.
- Be able to work on a shift basis when required.
- Able to attend approved upgrading seminars or courses.
- Demonstrated interpersonal and organizational skills.
- Ability to work in a team environment and possess strong interpersonal skills in dealing with municipal officials, all levels of staff and the public in general.
- A satisfactory Criminal Record Check is required for this position before commencement.

How to apply:

Thank you for your interest. We encourage qualified candidates to email their resume and cover letter to HR@cochraneontario.com on or before February 9, 2024, at 3:00 PM. The position will remain open until filled. Please write “Arena Maintenance” in the subject line.

The Town of Cochrane is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection process. We will accommodate the needs of applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities (AODA). If you need accommodation during the recruitment and selection process, please call (705) 272- 4361.

Personal information collected will be used in accordance with the Municipal Freedom of Information and Protection Privacy Act.

We thank all applicants for their interest and advise that only those candidates selected for an interview will be contacted.