

Employment Bulletin (Internal/External)



North Battleford is located in west-central Saskatchewan. More than 15,000 people, who enjoy a cost of living that is one of the lowest in the country, rely on the daily services provided by the city's 250 full and part-time employees. Its relative size allows for a flexible municipal government that gets rid of the red tape for a fast, friendly business development. We are currently inviting applications for an:

Facility Operator Temporary Full-Time May 30, 2024 to November 30, 2024

The City of North Battleford has a Facility Operator position available in the Parks and Recreation Department. The Facility Operator contributes to the effective operation of the Don Ross Centre through the maintenance, upkeep, and overall cleanliness of the facility. They interact with recreation users and tenants and assist with programs and special events with the goal of providing a safe and enjoyable experience. Facility Operators are responsible for enforcing regulations and policies at the facility and assisting with the preparation of facility and equipment for rentals, special events, and programming.

Roles and Responsibilities

- Open, close, and secure the facility daily.
- Lock all doors and turn off lights as needed.
- Complete custodial tasks and facility maintenance while following the appropriate checklists, schedules, and procedures.
- Prepare all rental spaces (meeting, coffee services, table and chair setup) according to the schedules. This is to include but not be limited to emptying wastebaskets, vacuuming rugs, mopping floor surfaces as needed, damp wiping all table and counter surfaces, etc.
- Check all facility spaces after use for cleanliness and potential damage.
- Communicate using a respectful and professional approach with staff, rental groups, tenants, and the public.
- Clean, mop, wash, sweep, vacuum, polish, dust, and empty litter and recycle bins in designated areas including washrooms, meeting rooms, offices, coffee rooms, council chambers, gymnasium and associated facilities, and fixtures.

Qualifications

- Grade 12 High School Diploma or GED equivalent
- Knowledge of the setup requirements of various activities performed in the facility.
- Knowledge and experience in general maintenance and janitorial services, including painting, waxing, and small maintenance repairs.
- Excellent conflict management skills are essential and the ability to de-escalate difficult situations.
- Valid Standard First Aid/CPR - C/AED Certification
- Valid Class 5 Saskatchewan driver's licence.
- Provide a satisfactory criminal record check with vulnerable sector upon hire.

Competition Number: **DRC2024**
Rate of Pay: Year 1 \$23.77 Year 2 \$24.36 Year 3 \$24.97
Hours of Work: Rotating shifts – Must be available 7 days a week, weekends and evenings.
Posting Closing Date: May 28 (Internal) June 4 2024 (External)

This posting is subject to incumbent revert clauses as per CUPE Article 15.05

Contact Information

Interested candidates are invited to apply by submitting a detailed resume quoting job reference number to email:

hr@cityofnb.ca

City of North Battleford
1291 101st Street
P.O. Box 460
North Battleford, SK S9A 2Y6

Telephone: 306 445-1700
Fax: 306 445-0411

We thank all applicants for their interest; however only those selected for interviews will be contacted.

The City is an equal opportunity employer and values diversity in the workplace. If you require accommodation according to the Saskatchewan Human Rights Code, please let us know in order for us to ensure that you can participate fully and equally during the recruitment and selection process.

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