



*A progressive city of 187,800 people located just a short 30-minute drive from Toronto, the **City of Oshawa** is one of Canada's fastest growing communities that is exceptionally positioned to live, work, learn and invest. Its strategic pursuit of sustainable growth, excellent community service delivery and cooperative partnerships have enhanced its quality of life advantage, while maintaining a strong commitment to financial stewardship.*

**Job Title:** Temporary Part-Time Attendant - Arena/Pool

**Posting Number:** 005174

**Department:** Community & Operations Services

**Branch:** Facility Operations & Maintenance Services

**Location:** Civic Recreation Complex

**Posting Start Date:** 2025/01/23

**Posting End Date:** 2025/02/03 by 4:30p.m.

**Employment Group:** CUPE 250

**Salary Grade:** 02-\$30.22 - \$34.29

**Standard Weekly Hours of Work:** up to 24

**Shift Work Required:** Yes

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***Please note that this position will focus primarily on the Pool Operations side***

### **Job Description**

Under the direction of the Manager and/or designate, perform general maintenance, custodial duties and program requirements as assigned, in the operation and maintenance of assigned facilities in the Recreation and Culture Services Branch. Facilities may include arenas, pools and spas (hot tubs), entertainment facilities, libraries, seniors' centres, conventional stadiums, fields, playgrounds, skateboard parks, outdoor pools, outdoor splash pads and any other associated facilities that fall under the Branch.

### **Responsibilities:**

- Maintain arena ice conditions, refrigeration plant and building mechanical systems
- Operate motorized ice resurfacing machine (circle check, flood ice and shave) and perform associated minor maintenance duties such as checking fluid levels and making blade changes
- Perform maintenance duties related to the rink area such as performing manual flooding with a cart, painting the ice, and removing snow and ice
- Maintain pool water conditions, filtration systems and building mechanical systems
- Perform pool/spa (hot tub) maintenance duties such as vacuuming and backwashing the pool, washing the deck; monitoring, maintaining and recording the condition of pool equipment and water chemistry as required

- Assist in the operation of refrigeration plant and HVAC equipment by performing preventative maintenance functions such as adding or draining fuel & oil; adding chemicals to the water and testing the water; inspecting, adjusting and replacing belts, filters, etc.; monitoring and recording periodic equipment readings
- Maintain washrooms and change/dressing rooms and associated areas in a sanitary condition including cleaning; disinfecting; removing garbage and replenishing supplies of toilet paper, soap, etc.
- Perform general caretaking duties in the overall facility such as cleaning floors; wet mopping; operating power cleaning equipment; cleaning glass; collecting and disposing of garbage both inside and outside the facility; moving furniture, setting up and taking down equipment; and cleaning and clearing the building entranceway and emergency exits of snow and ice as required
- Perform general maintenance duties in the overall facility such as painting, replacing light bulbs, and making minor carpentry and plumbing repairs
- Take initiative to correct maintenance or risk management concerns and/or notify supervisor and other staff where appropriate
- Ensure all work is performed in accordance with City of Oshawa safe work standards and the Ontario Occupational Health and Safety Act including but not limited to Section 217.1 in the Criminal Code of Canada (Bill C-45)
- Maintain appropriate work records including incidents and accident reports, timesheets, duty sheets and other documentation and sign off as required
- Assist with new staff orientation to the building and its operations
- Ensure that facility users act in an orderly fashion, reporting problems to the supervisor, and respond to routine inquiries related to the use of the facility
- Maintain good public relations with customers, user groups and colleagues. Drive to off-site locations for meetings, training and to pick up supplies, electrical and/or mechanical parts on a routine as well as emergency basis
- Willing to attend continuing education courses as required
- Perform other related duties as required

**Requirements:**

- Basic Refrigeration Component of the Certified Ice Technician (CIT) with ORFA, Safe Ice Resurfacers Operator (SIRO) including Propane Handling Certificate or the equivalent plus six (6) months of previous experience in arena and building operations
- Certified Pool Operator's Certificate (CPO) or have completed ORFA Aquatics Essentials of Swimming Pool Operations or equivalent, plus six (6) months of previous experience in pool and building operations
- Certificates in Building and Environmental Systems (BES), Risk Management and/or Legal Awareness, Scissor Lift, Confined Space, Electrical Safety, Sensitivity, Customer Service Training and Asbestos Awareness, Utility Vehicle with Snow Removal Equipment are considered assets. Possession of a TSSA Refrigeration Class B Certificate will also be considered an asset

- Demonstrated knowledge of refrigeration principles and physical plant maintenance; demonstrated mechanical aptitude
- Demonstrated knowledge of pool/spa (hot tub) maintenance principles and physical plant maintenance; demonstrated mechanical aptitude
- Demonstrated experience using major cleaning equipment, methods and materials
- Able to climb and work from heights, stretch, lift and move heavy items (50 lbs., approx. 23 kgs.), stand, bend and walk for extended periods of time; capable of performing the work assigned in a safe manner
- Basic reading, writing and oral communication skills. Able to understand and follow simple oral and written instructions, which deal with standardized situations. Able to complete forms and records relevant to the job. Able to read, record and comprehend mechanical gauges related to all facility equipment
- Basic computer skills to perform duties of the job (communications & operations)
- Good interpersonal skills to deal with common sense and courtesy with the general public and to discuss routine information and relay and document building maintenance requirements with appropriate staff. Neat in appearance and work habits, wearing City-issued uniform and safety equipment
- Able to work alone or with minimal supervision; personal qualities of reliability and co-operation
- Able to perform rotating shift work necessary to fulfill the requirements of a seven day operation
- Able to work overtime on short notice
- Knowledge and understanding of, and ability to apply safety policies, standards and legislation (Ontario Occupational Health & Safety Act and WHMIS) and able to use appropriate safety apparatus
- Possess and maintain a valid unrestricted Ontario Driver's License, minimum Class "G", and be able to pass the Corporation's test for motor vehicle operation
- First Aid, CPR, Public Access Defibrillator (PAD), Accessibility and WHMIS certificates or ability to obtain same per the Department's training schedule
- Proof of working from heights training
- Ability to swim is a definite asset

As a condition of employment, the City of Oshawa will require successful candidates to provide a Vulnerable Sector Check and an employment medical.

**Please be advised that position location as noted is at the time of posting and is subject to change, as required due to operational needs.**

We would like to thank all applicants however, please note that only those selected to attend an interview will be contacted and all other applicants will be kept on file. Applicants are advised that written, oral and practical testing may form part of the selection process.

To apply, please visit: <https://oshawa.jobs.net/en-CA/search>. All applicants are encouraged to provide a valid email address for communication purposes. Please ensure that you check your email regularly to receive any correspondence.

*The City of Oshawa is situated on lands and waters within the Williams Treaties Territory, home to seven First Nation communities of the Michi Saagiig and Chippewa Anishinaabeg, who have cared for and maintained these lands from time immemorial and continue to do so to present day. [Learn more](#)*

*We are an Equal Opportunity Employer in accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code (OHRC). The City of Oshawa promotes the principles of diversity, equity and inclusion and adheres to the tenets of the Canadian Human Rights Act and the Ontario Human Rights Code. The City of Oshawa encourages applications from women, Indigenous Peoples and persons of all cultures, ethnic origins, religions, abilities, ages, sexual orientations, and gender identities and expressions.*

*The City of Oshawa will provide accommodations throughout the recruitment and selection and/or assessment process to applicants with disabilities and/or needs related to the OHRC. If you require an accommodation during the recruitment process or assistance with the application process please contact Human Resource Services. Personal information provided is collected under the authority of The Municipal Freedom of Information and Protection of Privacy Act.*