

## Corporation of Township of Perth East



### **FACILITY OPERATOR (Part Time)**

**(Job Posting: PRCS-17-2025)**

Due to a vacancy, the Township of Perth East is seeking applications for part-time Facility Operator(s) at the Perth East Recreation Complex (PERC).

This opportunity will appeal to a motivated, cooperative individual who is committed to providing operational, maintenance and cleaning services to the recreation complex and other Township owned and operated facilities. To maintain standards of safety, cleanliness, general repair and attractiveness so that all Facilities are ready for use by the public.

This position reports to the Manager of Parks, Recreation and Community Services.

#### **Key Responsibilities:**

- Implements Council-approved policies and programs efficiently and effectively. Ensures compliance with all relevant statutory and regulatory requirements.
- Acts as “lead-hand” over day-to-day operations, for Facility Assistants and regularly reports to the Manager on the progress of ongoing projects.
- Assists the Manager to develop, implement and maintain appropriate operational controls, policies, and procedures to safeguard Township facility assets including comprehensive structural and mechanical maintenance programs.
- Manages PERC supplies and general inventory.
- Maintains the facilities in a clean, safe, attractive and operational condition to encourage maximum public use. Adheres to all cleaning and maintenance standards.
- Performs daily checks and maintains all equipment and fixtures. Immediately refers suspected issues to the Manager.
- Identifies and eliminates any suspected safety hazards.
- Ensures all equipment is operated safely.
- Assists the Manager with outside contractors and tradespeople and liaises where/if necessary.
- Confers with user groups for the rental of various facilities.
- Provides assistance and information to user groups during facility rentals.
- Creates and maintains proper winter rink ice surface.
- Performs required duties for summer pool opening and closing. Performs pool maintenance as required.
- Set-up and take down all events as required.
- Assists with facility scheduling and booking of facilities.
- Maintains parking lot and entrances to ensure overall cleanliness including clearing garbage, snow and ice.

- Supervises the facilities during rentals and ensures users are abiding by all conditions as established in rental agreements. Reports any unusual activities to the Manager or other authorities as appropriate.
- Works with Public Works staff to maintain certain facilities, as specifically arranged with the Manager of Public Works and the Manager. This may involve sharing equipment between departments.
- Develops, implements and maintains a record-keeping system for all activities performed at the facilities.
- Responds to inquiries and feedback from the public, users and other agencies in a timely and professional manner. Maintains records of questions and complaints and their resolution. Reports inquiries to the Manager. Treats all users with courtesy and promotes a professional public image.
- Provides support and back-up to other staff when necessary.
- Follows health and safety policies and procedures, the *Occupational Health and Safety Act* and other relevant regulations to ensure a safe working environment.
- Performs other duties as assigned.

#### **Qualifications and Skills:**

- Degree/Diploma in Sport and Recreation Management, Recreation Facility Management, Building Management and/or equivalent combination of education and experience required.
- Minimum two (2) years' experience working in a facility setting is required.
- OFRA Certified Ice Technician, Basic Pool Operations and Propane Handling certification is desirable.
- Valid Ontario G license is required.
- Mechanical and technical ability to operate vehicles, machinery, equipment and tools in a safe and proper manner.
- Strong verbal and written communication, interpersonal, public relations/customer service skills required.
- Ability to prioritize work, meet deadlines, work independently or as part of a team.

#### **Position Details:**

- Permanent Part-time position(s)
- Hours per Week: 8 – 24 hours per week, working varying hours including days, evenings and weekends.
- Hourly Pay Range (2025): \$27.24 - \$34.04 per hour plus vacation pay
- Successful candidates over the age of 18 must successfully pass a Criminal Background/Vulnerable Sector Check.

**Competition closes at NOON on Friday August, 8, 2025. Interested candidates are to apply online at: <https://townshipofpertheast.applytojob.com/apply>**

*In accordance with the "Municipal Freedom of Information and Protection of Privacy Act", personal information is collected under the authority of the Municipal Act, 2001 and will be used of the purpose of candidate selection. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.*