



Facility Operator (Casual)

Hours: 10–40 hours/week

Shifts: Daytime, evenings, and weekends

Wage: \$27.70 – \$34.62 per hour

At the City of Leduc, our mission is People. Building. Community. We offer a collaborative and dynamic workplace where our values of Teamwork, Service, Respect, and Leadership guide our conduct and contribute to a healthy culture. If you would like to work as part of a progressive organization and enjoy a fast-paced environment, then this may be the opportunity for you.

What is the opportunity?

Reporting to the Facility Operations Supervisor, the **Facility Operator** plays a key role in ensuring the safe, clean, and efficient operation of the City of Leduc's recreation facilities. This casual position supports peak facility use periods, special events, and provides coverage for staff absences and vacations.

As a Facility Operator, you'll help create a welcoming and well-maintained environment for residents and visitors by performing a variety of operational, maintenance, and customer service tasks. You'll be part of a team that keeps our facilities running smoothly and safely - supporting everything from ice maintenance to event setup.

What will you do?

- Perform ice surface management, including installation, painting, and routine maintenance
- Operate ice resurfacing equipment (Zamboni) and conduct ice plant checks to ensure optimal conditions
- Act as the lead marshal during emergency situations within recreation facilities
- Conduct general facility maintenance, cleaning, and snow removal
- Perform routine safety and security checks, identifying and reporting issues
- Set up and take down equipment for sports, events, and facility bookings
- Monitor activity schedules and assist with transitions between programs, events, and bookings
- Ensure patrons follow facility rules and contribute to a positive customer experience

Who you are:

You're a hands-on, safety-minded individual who takes pride in maintaining high standards in public spaces. You enjoy working in a fast-paced, team-oriented environment and are comfortable working independently when needed.

What do you need to succeed?

You are an ideal candidate if you have the following:

- High school diploma or equivalent
- Valid Class 5 Alberta driver's license (required)
- Valid Intermediate First Aid certification (required)
- Arena Operator Level 1 certification (required)
- Arena Operator Level 2 and Arena Maintenance certifications (assets)
- Experience in facility operations, preferably in a multi-use recreation facility (asset)

Skills & Abilities:

- Knowledge of refrigeration and ice resurfacing equipment
- Ability to perform semi-skilled maintenance and janitorial tasks
- Strong communication and record-keeping skills
- Ability to multi-task and prioritize in a dynamic environment
- Physically able to bend, kneel, crouch, reach, climb stairs, walk/stand for extended periods, lift up to 50 lbs., and work from elevated positions, including ladders

What we offer:

- Competitive hourly wage
- Flexible scheduling
- Annual City of Leduc recreation pass (includes free drop-in programs)
- Professional development and training opportunities to support your long-term goals
- Employee Family Assistance Program
- Free on-site parking

Important Notes:

- This is a safety-sensitive position and is subject to reasonable cause and post-incident drug and alcohol testing under the City's Fit for Duty Substance Use Prevention Policy.

- The successful candidate must provide a current Criminal Record Check and Driver's Abstract at their own expense.

Ready to join us?

This is more than a casual job, it's your opportunity to help shape how our community experiences recreation, sport and special events. If you take pride in your work and want to be part of a team that keeps Leduc's facilities running at their best, we'd love to hear from you!

Apply today at: www.leduc.ca/careers

Competition closes at 11:59 PM (MT) on August 12, 2025.

This competition may be used to fill future vacancies at the same or lower classification level. We thank all applicants for their interest; only those selected for interviews will be contacted.