

 ARNPRIOR	The Corporation of the Town of Arnprior Job Description	
Job Title: Facility Operator		Page(s): 1 of 3
Location: Nick Smith Centre	Reports To: Operations Supervisor	Revision date: February 12th, 2026
Department: Recreation		Hourly Wage: CUPE Local 4960

Position Summary:

Reporting to the Operations Supervisor, the Facility Operator is responsible for supporting the operation, maintenance, care, security, cleanliness and general custodial duties of municipal buildings. Municipal Facilities include, but are not limited to, the Nick Smith Centre, Town Hall, Fire / OPP Station, Public Library, Museum, Public Works facilities as well as parks, sports fields, trails and marina.

The position will use a variety of equipment/vehicles to conduct ice, floor, pool, and facility maintenance including ice resurfacers, sweepers, hand tools, and power tools. The position will be performed in accordance with applicable legislation and standards including Technical Standards & Safety Authority (TSSA), Electrical Safety Authority (ESA), Renfrew County Health Unit, Provincial regulations, and Municipal by-laws.

Key Responsibilities/Duties:

The foregoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this classification.

1. Ensure the proper operation of the Ice Plant as per TSSA regulations.
2. Perform ice plan and pool readings up to TSSA and Department of Health regulations including keeping a log book.
3. Ensure proper operation and maintenance of the swimming pool as per Renfrew County Health Unit and Province of Ontario Regulations.
4. Perform all janitorial functions by maintaining clean areas, and ensure facilities are safe and user-friendly for both patrons and staff. Keep running inventory of all cleaning chemicals and supplies
5. Responsible to give assistance to all users of the Nick Smith Centre and other municipal facilities. Making daily regular checks of facilities, parks and equipment. Reporting damage or vandalism to Operations Supervisor.

6. Responsible for performing maintenance in all facilities within the Nick Smith Centre, including maintenance of ice surfaces such as flooding, edging, painting lines and upkeep. To assist in any other maintenance duties deemed necessary by the Operation Supervisor.
7. Responsible for set up and tear down of facilities according to booking schedules.
8. Protect personal health and health of others by adopting safe work practices, reporting unsafe conditions immediately, attending all relevant training regarding occupational health and safety. Follow all guidelines for employees and employers as legislated under the Ontario Occupational Health and Safety Act.
9. Required to work evening and weekend shifts.
10. Assist in on-the-job training other employees, including part-time staff.
11. Provide support and guidance to part-time/seasonal/casual employee(s) with similar duties as directed by the Operations Supervisor and/or Director of Recreation
12. Carry out other related duties as assigned by the Operations Supervisor, Parks and Facilities Coordinator and/or Director of Recreation.

Working Relationships:

Internal: Director of Recreation, Operations Supervisor, Parks and Facilities Coordinator, employees of the Recreation Department, and other employees of the Town of Arnprior.

External: The public, representatives from other Municipalities or agencies, associations, contractors and suppliers of services and equipment.

Subordinate Positions:

- Part-Time Arena Attendants (provide support and guidance to part-time/seasonal/casual employee(s) with similar duties as directed by the Operations Supervisor and/or Director of Recreation.)

Working Conditions:

Physical Demands: Will perform regular physical effort walking and may be required to walk on uneven and/or occasional slippery surfaces. The position may require to bend, turn, kneel, reach and grasp for objects, push/pull, lift and/or carry heavy objects, climb stairs and ladders.

Environmental Conditions: May be subject to quick changes in temperature and slippery conditions. Will be exposed to cleaning chemicals, solvents, oil/grease that may result in occasional unpleasant fumes. The duties may include exposure to loud noises associated with the use of the equipment.

Mental Demands: May occasionally have to manage a number of requests and tasks at one time while accommodating unplanned interruptions. Organizational and time management skills will be needed to complete the required tasks. May working alone on shift or for certain tasks. This position requires the Facility Operator to work shifts that include nights, weekends. Skills training (i.e. training/courses, seminars and/or conferences) may be required periodically.

Working Locations:

The Facilities Operator's main work site is the Nick Smith Centre but includes other Town facilities as required. The position may also be required to travel to various work locations for attendance at meetings, obtaining supplies or skills training.

Statement of (Minimum Qualifications):

Education/Certificates:

- Minimum of Grade 12 education;
- Possess a valid class 'G' Driver's License.

Experience:

- Six (6) months' previous experience in a work-related environment.

Knowledge:

- Applied knowledge of the refrigeration system and pool filtration operation.
- Applied knowledge of the Parks systems and trails along with other outdoor related facilities that fall under the Recreation Department.
- Knowledgeable of the hazards and safety requirements of the job.
- Thorough knowledge and understanding of the *Ontario Occupational Health and Safety Act*, WHMIS and other relevant regulatory and legislative acts related to the operations and maintenance.

Skills/Abilities:

- Must be mechanically inclined.
- Possess strong administration and record keeping skills.
- Must be physically fit, alert, and capable of following instructions with a minimum of supervision and with a high sense of responsibility.
- Proficiency in the use of tools and power cleaning equipment required to perform the duties of the position;
- Strong interpersonal skills with ability to provide guidance, leadership to work colleagues.
- Willingness to participate in the continuous development of skills and knowledge as required for the position;
- Knowledge of customer service standards and procedures.
- Capable of practicing good public relations at all times.
- Ability to obtain a satisfactory vulnerable sector background check.

Assets:

- First-Aid and CPR-AED Certification preferred
- Pool Operator Level 1 certificate.
- Certified Arena Refrigeration Plant Technician ('CARPT');

Note: Refrigeration Operator Class "B" from TSSA would be recognized as equivalent to CARPT.