



Tay Community Rink Attendant **Tay Township - Employment Opportunity**

Seasonal, Contract Position (November to March)

Tay Township, located on the sunset shores of Georgian Bay, is seeking an individual who thrives in a culture of change and progression to join #TeamTay as a Tay Community Rink Attendant. Ideal candidates will be adaptable to the needs of our municipality and will demonstrate capabilities for making a positive impact on the Corporation and the Community as one.

Reporting to the Manager of Parks, Recreation and Facility Services, or their designate, the Tay Community Rink Attendant fulfills the operational duties of the Tay Community (refrigerated) Rink (located at 560 Calvert Street, Port McNicoll) including the daily program schedule and/or special events, operation of equipment and maintenance functions in accordance with the Township's policies and procedures.

Qualifications

- Class 'G' Drivers Licence in good standing is required
- OSSD (Ontario Secondary School Diploma) or equivalent.
- Standard First Aid and CPR Certification in good standing.
- Experience working with refrigerated ice rinks, parks, recreation, and facilities or related services is considered an asset.

The pay rate range for this Seasonal, Contract position is \$19.78 to \$23.13 (currently under review) per hour, generally up to 30-40 hours per workweek. Position is subject to variable hours of work.

Join #TeamTay today and help transform the way local government connects with the community it serves.

Qualified and interested applicants are encouraged to do the following:

1. Reference the complete position description including comprehensive qualifications available on the Tay Township website – www.tay.ca/jobs

2. Please submit a cover letter and resume via email by **4:00 p.m., Wednesday, October 2, 2024,** to the attention of **Human Resources (HR@Tay.ca)**.

Application Notes:

- Please reference '**2024-019**' within the email subject line.
- Please indicate how you heard about this opportunity within your application.

We kindly thank all applicants who apply, but only those candidates selected for an interview will be contacted. Personal information collected under the authority of the Municipal Act and in accordance with the Municipal Freedom of Information and Protection of Privacy Act will only be used for candidate selection. Tay Township is an equal-opportunity employer. In accordance with the Accessible Canada Act, 2019 and all applicable provincial accessibility standards, upon request, accommodation will be provided by the Tay Township throughout the recruitment, selection and/or assessment process for applicants with disabilities.

Posted: 2024-09-11



**POSITION DESCRIPTION
TAY TOWNSHIP**

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| Position Title: Tay Community Rink Attendant | |
| Position Classification: Operations Staff | Pay Band: 1 |
| Department/Division: Operational Services/Parks, Recreation and Facility Services | Reports to (Directly): Manager of Parks, Recreation and Facility Services |
| Direct Reports: None | Indirect Reports: None |
| Revision Date (s): June 2024; August 2023; October 2021; June 2018; February 2014 | Hours Per Week: 40 |

Position Summary:

Reporting to the Manager of Parks, Recreation and Facility Services, or their designate, the Tay Community Rink Attendant fulfills the operational duties of the Tay Community (refrigerated) Rink (located at 560 Calvert Street, Port McNicoll) including the daily program schedule and/or special events, operation of equipment and maintenance functions in accordance with the Township’s policies and procedures.

Responsibilities:

1. Operates and maintains all equipment and machinery safely and properly at the Tay Community Rink related to the buildings, ice surface, janitorial services, and related operational tasks.
2. Responsible for assisting with ice making, ice maintenance, and ice resurfacing operations.
3. Assists with the setup, execution, and clean-up of Tay Community Rink functions and/or programs.
4. Provides attentive and quality customer service to individuals using the

Tay Community Rink.

5. Maintains accurate written and electronic records and logs.
6. Models the Township's values by learning, being comfortable with new ideas, and having the curiosity to seek innovation and the courage to seek change; explores new technologies/best practices to re-think administrative practices and identify initiatives that can deliver greater benefit for Tay community members.
7. Maintains a high degree of confidentiality and security of information; where information is developed before Staff/Public release, ensures the confidentiality of information produced.
8. Ensures compliance with the Occupational Health and Safety Act and other applicable legislation by following the Township's Health and Safety program, procedures, and best practices.
9. Performs other related tasks and functions as assigned that are required or determined by the Township's requirements relative to the nature of the position. The responsibilities listed above are not intended to be an inclusive list. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Qualifications:

Education, Certifications, and Training

- OSSD (Ontario Secondary School Diploma) or equivalent.
- Class 'G' Driver's Licence in good standing.
- Standard First Aid and CPR certification in good standing.

Experience

- Experience working with refrigerated ice rinks, parks, recreation and facilities or related services is considered an asset.

Knowledge

- Knowledge of the Occupational Health and Safety Act and safety procedures.

Skills and Competencies

- Ability to exercise attention to detail and auditory, mental, and visual concentration and alertness to ensure the safety of others; ability to work independently in a safe, effective, and efficient manner; ability to safely operate varying pieces of equipment (e.g., Olympia).

- ❑ Written and verbal communication skills, and technical skills.
- ❑ Ability to use a computer to complete individual timekeeping for payroll and complete assigned health and safety training.
- ❑ Must possess and exercise strong oral communication skills; and organizational skills, with the ability to problem solve.
- ❑ Developed acumen, emotional intelligence, and interpersonal and public relations skills to deal courteously and effectively with all levels of staff and government, elected officials, committees, community groups and organizations, and the public with the ability to exercise tact, diplomacy, and good judgement always.
- ❑ Organized, flexible, and able to deal with multiple priorities; organizes own time as effectively as possible; ensures all activities and resources are used efficiently and effectively; adept ability to prioritize workload; adapts readily to rapidly changing demands, circumstances, and unrelenting deadlines.
- ❑ Demonstrated ability to relate to and/or appreciate all levels of stakeholders with multiple and sometimes competing priorities.
- ❑ Collaborative team player focused on practical, timely solutions; demonstrated team building and relationship management skills and a proven ability to work across departments and with stakeholders; establishes and maintains effective working relationships with the Public, Staff, and the Leadership Team.
- ❑ Resolves conflicts without major disruption to workflows or interpersonal relationships.
- ❑ Must meet the requirements of a Competent Person as defined by the Occupational Health and Safety Act.

Effort, Physical Demands and Working Conditions:

- ❑ Regular workweek – Generally up to 30-40 hours; subject to variable days and hours of work; attendance/response may be required in the event of emergencies or critical situation requiring an immediate response in accordance with Township policy.
- ❑ Performance of duties normally takes place in both indoor and outdoor environments. Outdoor environments are subject to severe inclement weather. Working environment contains some risks or discomforts associated with the operation of heavy equipment which requires additional safety precautions. May be exposed to wet, cold and/or humid conditions, fumes, or airborne particles, and toxic or caustic chemicals. Appropriate personal protective equipment (PPE) must be worn when working with or around hazardous chemicals and/or equipment.
- ❑ Required to wear/use various personal protective equipment (PPE) as

assigned including, but not limited to: Canadian Standards Association (CSA) approved safety boots, cut-resistant pants/chaps, chemical resistant apron, gloves, fall arrest equipment, respirator, safety eyewear, eye goggles, face shield, face masks, hearing protection and hard hat. May be required to have limited facial hair to accommodate PPE.

- ❑ Maintenance of functional physical condition required to conduct tasks, traverse work sites/environments, occasionally lift heavy objects, and use tools and equipment that require a high degree of manual dexterity.
- ❑ Position involves physical efforts of lifting, pulling, climbing, reaching, operating equipment, sitting, standing, walking, crouching, working alone, and occasional computer/office equipment use.
- ❑ Position requires attentive listening and both mental and visual concentration with close attention to detail, including reading, analyzing, writing, and providing information.
- ❑ Problem-solving/decision-making efforts and responsibilities include a degree of analysis; decisions are to be made within the corporate mandate by following methods, guidelines, policies, or procedures; position requires confidentiality and discretion in many aspects of the work.

Employment Conditions:

- ❑ Satisfactory Criminal Record and Judicial Matters Check (CRJMC) provided via the Ontario Provincial Police
- ❑ Satisfactory Driver's Abstract
- ❑ Standard First Aid and CPR Certification