



Tay Community Rink Attendant

Tay Township - Employment Opportunity

Seasonal Contract Position

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, Tay Community Rink Attendants fulfill 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 facility/ice maintenance functions pursuant to the Municipality's policies and procedures.

Qualifications

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

The pay rate range for this seasonal contract position is \$18.92 to \$22.13 per hour, generally up to 30-40 hours per workweek. Position is subject to variable hours of work.

Join our team 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. Submit a cover letter and resume via e-mail by **4:00 p.m., Thursday, September 28, 2023,** to the attention of **Human Resources (HR@Tay.ca)**

Application Notes:

- Please reference '**TCRA**' at the start of the email subject line.
- Please indicate how you heard about this opportunity within your application.

Those looking for a seasonal, contract position as well as post-secondary student applicants are welcome to apply as hours of work are variable to meet the needs of operations and the ice surface.

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: 2023-09-07



**TAY TOWNSHIP
POSITION DESCRIPTION**

Position Title: Tay Community Rink Attendant	
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
Pay Band: Seasonal Pay Rate	Hours Per Week: 40
Creation Date: February 2014	Revision Date (s): August 2023; October 2021; June 2018

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 pursuant to the Municipality'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 required 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 and being comfortable with new ideas that can deliver greater benefit for Tay community members.
7. Maintains a high degree of confidentiality and security of information in accordance with the Municipal Freedom of Information and Protection of Privacy Act. Where information is developed before Public/Staff release, ensures the confidentiality of information produced for Council and other sensitive information consumers.
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 dictated by the Municipality's needs 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 and Training

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

Skills and Competencies

- ❑ Attention to detail; 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., Zamboni).
- ❑ Written and verbal communication skills, and public relations and technical skills.
- ❑ Interpersonal and public relations skills to deal courteously and effectively with all levels of staff and government, elected officials, and the public

with the ability to exercise tact, diplomacy, and good judgement always.

- Flexible and able to deal with multiple priorities as assigned.
- Demonstrated team building and relationship management skills and a proven ability to work 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.

Effort, Physical Demands and Working Conditions:

- Normal workweek – generally up to 30-40 hours; subject to variable hours of work to meet the needs of the ice surface.
- 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 to 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.
- Position requires confidentiality in some aspects of the work.