

TOWN OF PETAWAWA

(Revised May 1, 2025)

JOB TITLE: FACILITY OPERATOR ASSISTANT

DEPARTMENT: Public Works Department

Directly Responsible to: Manager of Civic Properties

Indirectly Responsible to: Director of Public Works

PURPOSE OF THE POSITION

Assists the facility operator in cleaning / maintenance tasks and set up of facility for programming.

MAJOR RESPONSIBILITIES

- Assist in the cleanliness and safety of front entrances, washrooms, lobbies, hallways, change rooms, arena stands, arena perimeter, ice resurfacing room, storage rooms, parking lots, tennis courts and room, outside buildings, playing fields, community trails, playgrounds, and general grounds as per cleaning procedures and schedule established by the Manager of Civic Properties (or designate).
- Assist in the maintenance and minor repairs to buildings, grounds and equipment.
- Assist in the maintenance of ice on arena floor including edging, moving and pegging nets, cleaning of glass, and proper maintenance of arena, ice making equipment and arena boards.
- Assist in turf maintenance including grass cutting, trimming, spraying, thatching, fertilizing, sweeping, lining of ball fields, leveling of said fields and proper maintenance of field machinery.
- Assist with program readiness, special events, regular programming, fields, grounds and festivals.
- Assist in public safety including such things as first aid and CPR.
- Assist with security of facilities and patrons.
- Other duties assigned by Manager of Civic Properties (or designate).
- Strong emphasis on customer service and teamwork in the workplace.

HUMAN RESOURCES

- Work with and assists Facility Operators.

FINANCIAL RESOURCES

- Not responsible for preparation of budgets.

MATERIAL RESOURCES

- Carry out work assignments using a variety of vehicles, hand and power tools, lawn maintenance equipment and cleaning equipment.
- Responsible for the safe and effective use of all equipment and personal protective equipment (PPE).

SKILL AND EFFORT

- Be a minimum of 14 years of age.
- Be personable and neat in appearance.
- Be physically capable of carrying out assigned duties.
- Exhibit trustworthiness, initiative and ability to follow through on assigned tasks.

WORKING CONDITIONS

Environment

- May work in inclement weather conditions such as snow, ice storms and extreme heat.
- Possible exposure to physical hazards (ammonia).

Control over Work Schedule

- Flexible hours according to set schedule established by the Manager of Civic Properties and can include days, nights and weekends.