

Seasonal Facility Labourer I

Part Time /Temporary – 2 positions

Qualified Candidates will meet the following minimum qualifications.

- Minimum Grade Ten (10) Education with equivalency in literacy skills
- Janitorial experience is an asset
- Strong customer service with good physical condition to perform cleaning duties
- First Aid & CPR certification
- General computer knowledge

APPLICATION DETAILS

Please submit a cover letter and resume clearly outlining your education, experience and qualifications as they relate to this position and submit via email to HR@draytonvalley.ca

Applications will be accepted until a suitable candidate is found.



ABOUT THE ROLE

The Facility Labourer I is responsible for maintaining all public and staff areas within the facility, including ice surfaces, stands, locker rooms and lobbies, to ensure a clean and safe environment for all patrons.

Understand and adhere to all worker responsibilities as outlined in the current Towns' Policy and Procedures.

Understand and adhere to all Town Health & Safety policies, work procedures, rules, and relevant directives.

Visit the website at www.draytonvalley.ca
For more information on the Town of Drayton Valley and all the post-secondary partners.

We thank all applicants for their interest; however, only those selected for further consideration will be contacted.

The Town of Drayton Valley is committed to Anti-Racism, equity, and inclusion and a safe and harassment free working environment.

JOB DESCRIPTION

JOB DESCRIPTION

POSITION: Facility Labourer I
DEPARTMENT: Omniplex & Mackenzie Conference Centre
REPORTS TO: Manager of Omniplex
JOB TYPE: Labourer
LOCATION: Omniplex & Mackenzie Conference Centre

REPORTING RELATIONSHIPS

This position reports to: Manager of Omniplex → Manager of Engineering → Chief Administrative Officer

DUTIES & ESSENTIAL JOB FUNCTIONS

Equipment/Machine Operated

- Floor scrubbers and polishers
- Vacuum Cleaner
- Lawn mower, weed eater and hedge trimmer

General Duties

- To clean all public and staff areas in the facility, including:
 - Washroom areas
 - Hallways and lobbies
 - Dressing rooms
 - Activity areas
 - Storage and janitorial areas
 - Offices and entranceways
- To perform all maintenance and upkeep duties in accordance with posted maintenance checklists.
- To assist with ice maintenance where required by performing such duties as: Moving or repositioning goal nets, minor repairs to rink boards or gates, assisting with ice making and ice removal tasks and hand edging.
- To attend to the general upkeep of the grounds surrounding the facility by: picking up garbage on grounds, mowing the grass, trimming hedges and other minor landscaping duties.
- To display strong customer service principles by: Greeting and dealing with the public pleasantly, ensuring that one's appearance is in accordance with facility standards, attending to customer concerns by dealing with the matter directly or redirecting the

concern to the appropriate person, and displaying loyalty to the facility, its management, and staff.

- To assist with the preparation of the facility for various functions by performing such duties as: moving furniture and equipment, setting up audio-visual equipment and materials, and providing assistance to the event organizers.
- To be familiar with and assist the Facility Operator or other supervisory staff with all emergency and safety procedures as required.
- To assist with the supervision of the facility and its immediate surroundings by: ensuring that the public is complying with the rules of the facility, ensuring the comfort and safety of the public, and ensuring that proper closing procedures are followed at the end of the operational day.
- To complete other duties as assigned by the manager to the general maintenance and upkeep of the facility on the basis of need and the individual's ability to perform the tasks.

SPECIAL REQUIREMENTS

- Position is shift work and hours of work will vary based on operating hours
- Willingness to attend training sessions as required by the employer
- Willingness to work weekends and unscheduled hours during major emergencies

QUALIFICATIONS AND EXPERIENCE

- Minimum Grade Ten (10) Education with equivalency in literacy skills
- Janitorial experience is an asset
- Strong customer service with good physical condition to perform cleaning duties
- First Aid & CPR certification
- General computer knowledge

SALARY/BENEFITS

The person hired in this position will begin at the start rate and after the completion of the probationary period as per Section 9.04 of the Collective Agreement will move to Wage Level 1.

Further advancement to Wage Level II, III, and IV, in their position, will be as per the Collective Agreement, Article 25, Schedule "A".