

Landmark Recreation Association Arena Operator/Manager

Under the direction of the Landmark Recreation Association, the Arena Operator/Manager is responsible for performing duties related to the operation and maintenance of the Landmark Recreation Complex located at 101 Robert Koop Road, Landmark, MB.

Maintenance Responsibilities Include but not limited to:

- Preparing and maintaining ice surface, including flooding, cleaning, smoothing and operating ice conditioning machines
- Preparing and maintaining of all ball diamonds, soccer pitches and green space
- Maintenance and operation of all facility equipment. Operate and monitor ammonia plant, following all procedures and safety requirements.
- Sanitizing and cleaning of all dressing rooms
- Cleaning and stocking of all washrooms in facility
- Cleaning and maintaining of all hallways, stairways, bleachers and lobby of facility
- Emptying of garbage and recycling
- Enforcing all of the Arena rules

Office Responsibilities include but not limited to:

- Managing staff scheduling
- Assignment of dressing rooms
- Updating the outdoor LED sign

Other Responsibilities include but not limited to

- Liaison between the Rec Board and the staff
- Dealing with the public and any concerns they may have
- In consultation with the Rec Board make a list of projects that need and would like to get done
- Other duties as assigned

Qualifications

- Minimum grade 12 education
- Valid class 5 driver's license
- Proficient in microsoft office and/or google drive
- First Aid/CPR
- Criminal Record and Child Abuse Registry Check
- Class W (level 1 and 2 Refrigeration Operator for Recreation Facilities required or willingness to obtain certification

The position is a full time year round position. The position is normally Monday-Friday 8am-4pm but hours may vary depending on the tasks and scheduling of events.

Salary range is \$48000-\$55000 depending on experience and certification. Benefits, pension and cell phone subsidy is also included.