

Date: July 15, 2022

Name of Position: Ste. Agathe Arena Operations Manger

Location: Ste. Agathe, MB.

Application Deadline: July 29, 2022

Contract Value: \$53,000

The Ste. Agathe Arena Operations Manager is responsible for all ice making, additional staffing (as required) and arena maintenance procedures, as well as caretaking at the Ste. Agathe Arena from September- April This position reports to the Ste. Agathe Arena Board of Directors.

Key Responsibilities

Specific to Ste. Agathe Arena

- Maintains ice surfaces by regular flooding, shaving; restores painted lines, circles and marking.
- Replaces arena boards, kick strips and trim as required, glass panels and hardware.
- Monitors condition and quality of ice.
- Cleans and maintains all facilities including bleachers, dressing rooms, washrooms, shower areas, corridors, stairways, arena boards and glass.
- Responsible for replacing shaving blades and performing minor repairs and maintenance on the ice conditioner.
- Provides minor grounds keeping duties in the vicinity of the arena as required and assigned.
- Responsible for booking ice and taking payments for ice rentals.
- May be required to maintain a daily record or log of ice making and related procedures.
- Performs other duties assigned by the arena executive.

Qualifications

- Education to an acceptable level; high school completion preferred.
- Arena rink operation level 2 certification considered an asset.
- Ability to operate all related ice making and caretaking equipment.
- Must have a demonstrated knowledge of ice installation, ice maintenance and caretaking procedures.
- Must hold a valid Class 5 Manitoba Driver's License.
- Experience in a facility/park caretaking position is preferred.
- Knowledge of facility operations, and building maintenance.
- General knowledge or ability to use hand tools, power tools, mowers, ladders, safety procedures.
- Ability to communicate and interact effectively with the public.

Interested applicants can submit their resume and cover letter by July 29, 2022, to:
Recreation@ritchot.com
Director of Recreation Services
Municipality of Ritchot
(204)803-6115