



Picture Butte

Picture Perfect!

EMPLOYMENT OPPORTUNITY

The Town of Picture Butte is currently hiring Seasonal Part-Time and Casual Arena Laborer

ARENA

EMPLOYMENT TERM: SEPTEMBER TO APRIL

POSITION TITLES:

Arena Laborer – Part-time
Arena Laborer – Casual

REPORTS TO:

Director of Parks & Recreation

POSITION SUMMARY:

These positions are responsible for the maintenance and operation of the arena at various times during season and includes the following work:

- Minor repairs and maintenance of the arena and equipment in the arena;
- Cleaning of arena including public restrooms and dressing rooms;
- Flooding and cleaning of the ice;
- Snow removal around the arena;
- Supervise the use of the arena by patrons and members of the public at all times when the arena is occupied;
- Report and document all misuse, vandalism, damage, sustained to the arena;
- Follow the Town's the Health & Safety Procedures Manual;
- Performance of duties of similar complexity as assigned from time to time by the Director of Operations and/or Lead Hand.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to establish and maintain effective working relationships with other employees, representatives of other agencies and the public
- Ability to handle multiple priorities effectively and meet deadlines.
- Attention to detail, good communication skills, ability to work without close supervision.
- Valid Alberta class 5 driver's license
- Arena Operator Level 1 preferred
- Able to work weekend, days and evenings

- Basic first aid and WHIMIS training
- Must be able to lift 20 kg

COMPENSATION:

\$22.69 per hour

HOURS:

Seasonal Part-Time Arena Operator – 16 hours per week minimum

Casual Arena Operator – When required

APPLICATION:

Please send cover letter, resume and copy of qualifications to the Director of Corporate Services via email to michelle@picturebutte.ca or in person at the town office. **Posting will stay open until position has been filled.**

Thank-you for your interest, only selected candidates will be contacted for interviews.