**EMPLOYMENT OPPORTUNITY**

\*\*Facility Operator – Seasonal\*\*

REF#696

**Title:** Facility Operator – Seasonal

**Department:** Seven Chiefs Sportsplex

**Reports to:** Operations Manager, Seven Chiefs Sportsplex

**Designation:** Seasonal, Part-Time

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**JOB SUMMARY**

The Facility Operators position is to ensure the safe and efficient mechanical and non-mechanical operations of the 7Chiefs arenas, Fieldhouse, Fitness Centre, and associated equipment and common spaces. You will also assist with overall 7Chiefs operations within the cross-functional Facility Operations team. You will lead by setting a positive example, always working towards excellence in internal & external customer experience.

**DUTIES AND RESPONSIBILITES:**

* Provide minor construction, repair, security and maintenance services for the sportsplex in accordance with legislation and Tsuut’ina Nation policies.
* Monitor various mechanical systems including HVAC, boilers and refrigeration equipment and complete the required logs and paperwork.
* Maintain ice surface, perform plant readings, use and maintain ice-resurfacer. Complete logs and documentation.
* Assist client groups in set-ups, conduct events and break-down facilities and for public rentals.
* Liaise with public regarding facilities operations.
* Maintain regular contact with Operation Manager to identify and resolve issues, respond to public complaints and concerns, and provide background information on complaints and emerging issues.
* Attend staff and training meetings as directed.
* Work to promote energy efficiency, controlling utility and facility operating costs, and communicate risk management issues to the Operations Manager.
* Maintain security of buildings, doors and alarms for the sportsplex.
* Assist in the creation and maintenance of emergency procedures, as necessary.
* Act as the Overall Responsible Operator, when authorized by the Operations Manager.
* Assist contractors, suppliers and facilities service providers, as directed by the Operations Manager.
* Maintain safety standards as they relate to both the public and fellow employees.
* Adherence to and understanding of current and new applicable legislated requirements including WHMIS and OHS.
* Understand the Tsuut’ina Nation’s Health & Safety policies and procedures.
* Participate in regular performance reviews with the Operations Manager and identify personal and professional training and development needs.
* Perform other duties as assigned.

**QUALIFICATIONS AND SKILLS:**

* Desired Education and Experience:
  + Completion of Secondary School, preferably with a background in trades and occupations.
  + Basic Refrigeration Certificate and Certified Ice Technician (CIT) through the Alberta Recreational Facilities Association and Certified Building Technician (C.B.T.)
  + 5th or 4th Class Power Engineer
  + 2-3 years of progressive experience in recreation, facility and/or park operations, including maintenance and repair experience or related experience considered an asset.
  + 2-3 years of facilities maintenance, including but not limited to; fire alarms systems, HVAC, BMS, electrical system, plumbing, etc.
  + In Office 365 and software systems used for programs.
  + WHMIS.
  + Experience in using CMMS programs.
* Knowledge, Skills and Abilities:
  + Effective written and oral communication skills, as well as experience in reading, listening and following directions.
  + Ability to read operating manuals, schedules and construction plans.
  + Training in the safe and effective operation and care of tools, equipment, machinery and other resources of the sportsplex, including tractor, mower, line trimmer, floor scrubbers, pickup truck, ice re- surfacer, compressors and hand tools.
  + Ability to deal with the public with diplomacy and tact.
  + Ability to follow through with assigned tasks, to ask questions and ensure that the tasks are completed in an effective, timely and efficient manner, based on policy or supervisory direction.
  + Following procedures, policies and other documentation required to effectively deliver the Tsuut’ina Nation’s facilities programs.
  + Ability to regularly lift more up to 25 kg.
* Personal Attributes:
  + Must have a keen interest in working in a team environment.
  + Must have excellent internal and external customer service abilities.
  + Experience with maintaining buildings, parks, playfield maintenance
  + Must be physically capable of carrying out the essential duties of the job.
* General Employment Requirements:
  + Maintains a valid Class 5 license (Driver’s Abstract required).
  + Vulnerable Sector Check (Successful VSC).
  + Criminal record check.

**WORK CONDITIONS**

* Must be able to work shifts between the hours of 06:00-AM to 11:30-PM, weekdays and weekends as required (shifts may vary dependent on the programs).
* Attend staff and training meetings as required.
* Requirement to be on call.

**IN ADDITION:**

* Depending on your position - a Vulnerable Sector check **must be** required upon application from all provinces, states or countries lived in for the last four years. Vulnerable Sector checks must be completed within the past month.

***NOTE:***

***Please note that this organization adheres to Sections 1 - 9 of the Aboriginal Employee Preference Policy for selection and displacement. Only those applicants selected for an interview will be contacted. The successful candidate will be under a probationary period at the commencement of his or her employment.***

**Competition Opens: October 29, 2024**

**Competition Closes: November 11, 2024 @ 12:00PM MT (No applications will be considered after this time)**

**Please apply in writing, including a resume to:**

TsuuT’ina Nation Human Resources Department

9911 Chiila Boulevard, Tsuu T’ina, Alberta T2W 6H6

OR Email: [Jobs@tsuutina.com](mailto:Jobs@tsuutina.com)

*Please reference in subject line:* ***JOB TITLE & REF#*** *or it will NOT be opened.*

We thank all applicants in advance, however, only those chosen with the required qualifications will be contacted for an interview.