



SEVEN CHIEFS
SPORTSPLEX
&
CHIEF JIM STARLIGHT CENTRE



Address: 19 Bullhead Road, Tsuut'ina Nation, AB T3T 0E1

Phone: (403) 258-4840

Website: www.7chiefs.com

Hours: 6am-10pm

EMPLOYMENT OPPORTUNITY

Facility Operator

REF#2603-11

Title: Facility Operator
Department: Seven Chiefs Sportsplex and Chief Jim Starlight Centre
Reports to: Operations Manager
Designation: Full-Time
Vacancies: Two (2)

JOB SUMMARY:

The Facility Operator is responsible for ensuring the safe and efficient mechanical and non-mechanical operation of the 7Chiefs Arenas, Fieldhouse, Fitness Centre, and associated equipment and common areas. Working as part of a cross-functional Facility Operations team, the role supports overall Sportsplex operations while contributing to a high standard of service delivery. The Facility Operator leads by example, demonstrating professionalism and a commitment to excellence in both internal and external customer experience.

DUTIES AND RESPONSIBILITIES:

- Facility Operations and Maintenance– provide minor construction, repair, security, and maintenance services for the Sportsplex in accordance with applicable legislation and Tsuut'ina Nation policies. Monitor mechanical systems, including HVAC, boilers, and refrigeration equipment, and complete required logs and documentation. Maintain ice surfaces, perform plant readings, operate and maintain ice resurfacers, and complete all related logs and documentation. Maintain building security, including doors and alarm systems. Promote energy efficiency by supporting utility and facility operating cost controls and communicating risk management issues to the Operations Manager. Assist in the creation and maintenance of emergency procedures, as required. Act as the Overall Responsible Operator when authorized by the Operations Manager.
- Event and Client Support– assist client groups with facility set-ups, event operations, and facility breakdowns for public rentals. Liaise with the public regarding facility operations and

respond professionally to inquiries. Maintain regular communication with the Operations Manager to identify and resolve operational issues, respond to public complaints and concerns, and provide background information on complaints and emerging issues.

- Safety, Compliance and Training– maintain safety standards for both the public and fellow employees. Adhere to and demonstrate understanding of applicable legislative requirements, including WHMIS and Occupational Health and Safety. Follow Tsuut’ina Nation Health and Safety policies and procedures. Attend staff meetings and training sessions as directed. Participate in regular performance reviews and identify personal and professional training and development needs.
- Coordination and Support– assist contractors, suppliers, and facilities service providers as directed by the Operations Manager.
- Perform other related duties as assigned.

QUALIFICATIONS AND SKILLS:

- Desired Education, Knowledge, and Experience:
 - Completion of secondary school, preferably with a background in trades or occupational training.
 - Relevant technical certifications, including Basic Refrigeration, Certified Ice Technician (CIT), Certified Building Technician (C.B.T.), and Fifth (5th) or Fourth (4th) Class Power Engineer.
 - Two (2) to three (3) years of progressive experience in recreation, facility, park, or related operations, including facilities maintenance such as HVAC, BMS, fire alarm systems, electrical, and plumbing.
 - WHMIS certification.
 - Experience using Computerized Maintenance Management Systems (CMMS).
- Personal Attributes:
 - Effective written and verbal communication skills, with the ability to read, listen, and follow instructions.
 - Ability to read operating manuals, schedules, and construction plans.
 - Training in the safe and effective operation and care of tools, equipment, machinery, and resources, including tractors, mowers, line trimmers, floor scrubbers, pickup trucks, ice resurfacers, compressors, and hand tools.
 - Ability to interact with the public using diplomacy and tact.
 - Strong follow-through skills, including the ability to ask questions, complete assigned tasks efficiently, and adhere to policy and supervisory direction.
 - Ability to regularly lift up to 25 kg.
- General Employment Requirements:
 - Valid Driver’s License, and reliable transportation.
 - A satisfactory Driver’s Abstract
 - Criminal Record Check, and Vulnerable Sector Check.
 - Oath of Confidentiality.

NOTE:

Please note that this organization adheres to Sections 1 - 9 of the Aboriginal Employee Preference Policy for selection and displacement.

Competition Opens: March 25, 2026

Competition Closes: April 7, 2026 @ 11:59 PM MST (Late submissions will not be accepted)

Please apply in writing, including a resume to:

Tsuut'ina Nation Human Resources Department
9911 Chiila Boulevard, Tsuut'ina, Alberta T3T 0E1
ATTN: Recruitment Officer
OR Email: Jobs@tsuutina.com

Please reference in the 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.