Town of Hepburn is looking for a Part-Time Arena Operator

Hepburn and District Arena



Position Overview

The Hepburn and District Arena is seeking a reliable and self motivated Part-Time Arena operator to assist with the daily operation, maintenance, and upkeep of the arena. This position is ideal for someone who is detail-oriented, takes initiative, and enjoys contributing to a safe, clean, and welcoming community facility.

Job Summary and Key Responsibilities

Ice Maintenance

- Operate the ice resurfacer to clean and flood the ice surface.
- Perform routine ice resurfacer maintenance, including equipment checks, blade maintenance, snow removal, and propane cylinder replacement.
- Complete ice maintenance tasks such as edging, scraping, and hand flooding.
- Monitor the ice resurfacer for operational issues and report concerns to the Facility Operations Manager.

Facility Cleaning and Maintenance

- Collect and dispose of garbage and recycling throughout the facility.
- Clean washrooms and replenish supplies, including soap and toilet paper.
- Clean and prepare dressing rooms between facility users.
- Clean spectator areas, including bleachers, benches, and the scorekeeper's box.
- Perform minor maintenance tasks, such as replacing light bulbs and unclogging toilets.

General Operations

- Respond to questions, concerns, and suggestions from facility users in a respectful and timely manner.
- Identify and report maintenance issues, supply needs, and other significant concerns to the Facility Operations Manager promptly.
- Assist with general arena operations as required.

Qualifications and Requirements

The ideal candidate will demonstrate:

- A positive, team-oriented attitude.
- Ability to maintain a consistent schedule, arrive on time, and ensure ice maintenance and facility activities are completed as scheduled
- A willingness to learn and perform a variety of tasks.
- The ability to work independently and responsibly.
- A valid Saskatchewan Class 5 driver's licence and a clean driving record.

Students and young adults are encouraged to apply. Training will be provided.

Working Conditions

- Must be physically capable of lifting up to 50 lbs and performing tasks that involve walking, crouching, kneeling, and standing for extended periods.
- Must be comfortable working around mechanical equipment and in cold temperatures.
- Evening and weekend availability is essential.

Compensation and Hours

- **Position Type:** Part-time, seasonal
- **Seasonal Term:** December to March
- **Hours:** Approximately 25 hours per week, with the possibility of additional hours during tournaments or as schedule dictates
- **Wage:** Starting at $_ per hour, depending on experience and competency.

How to Apply

Interested applicants are invited to submit a resume and a brief statement of interest to:

Town of Hepburn

Email: Reception@hepburn.ca

Mailing Address:
Town of Hepburn
PO Box 217
Hepburn, SK S0K 1Z0

Applications may also be submitted in person at:

Town Office
703A 2nd Street East
Hepburn, Saskatchewan