

Town of Trenton

Working Title	Date Prepared
<i>Rink – Class 02 Operator Full time and Part-time</i>	August 31, 2026
Department	
Recreation – Trenton Minor Sports Community Centre	

Overall Purpose

- The Class 02 Operator will perform in an efficient and effective manner, a variety of functions associated with the operation of the Trenton Minor Sports Community Centre. Including the capacity to operate the Zamboni and run operations for the rink.

Key Responsibilities (4-7)

- Operate and service the Zamboni to acceptable standards and as scheduled
- Maintain and clean Zamboni and its storage room
- Ensure all fluids are full and checked regular on Zamboni and edger
- Inspect plaining blade on Zamboni regular and replace as required
- Make regular periodic checks on the refrigeration plant noting the pressures and temperature at all check points and record readings in the logbook
- Report to manager any trouble or setting adjustment required keeping in mind that all adjustments are to be made by the manager
- Rink Plant Operator - Prepare the rink facility as required by players, coaches and other users, check items on daily sheet, receipt and record money received, fill vending machines as required, record remarks pertaining to the happenings from the shift and bring to the management ideas that might be beneficial to upgrading facilities or other comments towards good internal communications
- Maintain good communication with tenants and general public
- Maintain ice Zamboni from laying ice in the fall to shut down in spring including regular cleaning, scraping, sweeping and flooding of ice.
- Painting of lines in accordance with CAHA rules
- Maintain close surveillance on the conduct of facility users and report any unusual behavior to management.
- Maintain and clean all sections of the rink facility as required
- Allocate dressing room keys and clean and inspect after each usage
- At end of each shift check all machinery and equipment, double check all doors, locks and other security devices, also check canteen fryers and dispose of all garbage
- Supervise all events in facility
- Cleaning and painting of the facility as required
- Snow removal and salting walks and doorways
- keeping grounds clean and mowed as required

- perform any other duties that may be assigned from time to time
- Must have a valid driver license
- Willing to get Second Class Refrigeration Plant Operator course when it becomes available

Reporting Relationships

(Please attach an organizational chart that shows the reporting relationships of this job).

This Job Reports to:

- Rink Manager
- In the absence of the Rink Manager then the Director of Public Works.

Job Titles and number of incumbents reporting to this job: (if applicable)

- Labourer
- Seasonal and Casual staff

Contacts (Typical)

- Other staff members including Rink Manager
- General public
- Service providers, both goods and services
- Government inspectors

Innovation

- Look for ways to for the Centre to become more effective and efficient
- Assist in being pro-active on building, equipment and property care
- Develop procedural methods to ensure consistent care and prevention
- Ensure the security of the assets
- Ensure that required maintenance is done with great care and success.

Decision Making

- The position requires good judgement and capacity.
- Decisions for repairs, contractual maintenance programs, servicing or replacement
- Placing priority on tasks and multi-tasking is required.

Impact of Results

- More efficient operations
- More in line with operational and budget plans
- Pro-active results as to avoid Center closures due to mechanical, etc

Dimensions (Approximate)

- Reduction in maintenance costs
- Consistent delivery of services
- Enhanced use of facility
- Staff satisfaction and community pride in facility

Working Conditions**A Physical Environment**

- Working in both cold and warm weather environments
- Working with equipment both large and small
- Some heavy lifting required

B Physical Effort

- Both light and heavy-duty work loads
- Multi-task and team effort

C Sensory Attention

- Dealing sometimes with the public and their concerns.
- Assuring secured assets and knowledge of the same
- Dealing with handicap parties
- Working around change rooms and washrooms that are to be secure and respectful of the person using the facility
- Ensure no foul language or improper behaviour where public is concerned

D Mental Pressures

- To handle many projects at once while maintaining a regular schedule of operations
- Demands of accommodating the Centers many functions and the requirement to meet deadlines
- The capacity to deal with the public with concerns and sometimes property abuse

Other

- The ideal candidate will have a post secondary education in property and building equipment maintenance, carpentry or have the years of experience to support the position
- The person should have completed high school
- Must have a valid driver license
- Refrigeration ticket (s) or willingness to obtain.
- Must be willing to work odd or extended hours
- Must have the ability to work independently with little direction
- Must have good communication skills, verbal and written
- Must have or willing to obtain safety programs and added training.

Verification:

This job description has been approved by the Director/Manager and Director of Human Resources as an accurate description of the job as of:

Incumbent's Signature and Date:	
Director/Manager's Signature and Date:	
HR Director's Signature and Date:	
CEO's Signature and Date:	

Compensation & Classification USE ONLY			
Salary		Pay Level	
Approved Classification			
Approval Date			