

EAGLE LAKE FIRST NATION

"Where the Eagle will continue to soar and develop with the Ojibways of Eagle Lake"

P.O. Box 1001 • Migisi Sahgaigan • Ontario • P0V 3H0 • Tel. 807-755-5526 • Fax. 807-755-5696



Job Description Arena Facility Manager

POSITION SUMMARY:

Under the direction of Chief and Council, the Arena Facility Manager (AFM) is a person who is a committed pro-active and hands-on individual who performs general maintenance to ensure facility upkeep and regular flooding of ice rink is completed in a timely and safe manner. Their primary responsibilities include ice resurfacing and edging (operating the Ice Resurfacer), janitorial work and general maintenance of facility. The AFM will ensure that the daily and weekly scheduled duties are completed. The AFM will collaborate with the employees who work within the Community Hall facility to ensure the operation and to report any deficiencies. The AFM will be responsible for planning the projects in accordance with additional resources of help.

DUTIES AND RESPONSIBILITIES

- Perform maintenance tasks in accordance with local building and fire codes
- Responsible for Ice Maintenance tasks including:
 - Ice Resurface operation
 - Edger operation
 - Ice depth measurement
 - Ice chopping/spudding
 - Levelling the Ice
 - Ice Painting
 - Dasher Board system repair
 - Arena Glass replacement
 - Hockey net refurbishment
 - Execute maintenance and repair of facility fixtures and components
- These may include janitorial checklists, vacuuming, auto scrubbing, waxing and buffing in line with established floor care procedures
- Janitorial duties as assigned.
- Ensure that entrances, walkways, bathrooms and parking lot are kept clean, clear and safe including:
 - Property & grounds cleanup
 - Grass cutting and edging
 - Seasonal snow and debris removal
- Perform minor maintenance on facility and ice maintenance equipment including:
 - Ice Resurfacer safety check, clean and wax
 - Safe blade changes and grease machine as needed
 - Maintain appropriate checklists, records and reports including Ice Resurfacer sign out / safety check
- Coordinating Ice projects
 - Ice Installation (Coordinating the extra resources required)
 - Ice Removal (Coordinating the extra resources required)
 - Hockey Tournaments (Coordinating the extra resources required)

QUALIFICATIONS AND EDUCATION

- Completed high school education or equivalent (preferred)
- Valid driver's license (preferred)
- Basic Refrigeration Course (or willingness to obtain)
- Basic First Aid (or willingness to obtain)
- Ability to work with minimum supervision
- Must possess a valid "G" class drivers license
- Basic computer knowledge and skills (preferred)
- Mechanical aptitude & all around knowledge of mechanical equipment.
- Must have good organization skills and good communication skills
- Must be able to follow directions, written and oral.
- Flexible with respect to shifts, ability to work evenings, weekends.

Please submit your resume including 3 references to;

Receptionist Jenny Pitchenese

Email: eaglereception@migisi.ca

Fax: 807-755-5696

Deadline Date: Friday September 22, 2023 by 12:00 p.m.

-Only those selected for an interview will be contacted-