

The City of Trail

JOB DESCRIPTION

TITLE: RECREATION FACILITIES ATTENDANT 1

DEPARTMENT: PARKS AND RECREATION

REPORTS TO: FACILITIES MAINTENANCE MANAGER

➤ *This position is within the Bargaining Unit – CUPE, Local 2087*

POSITION SUMMARY

Reporting to the Facilities Maintenance Manager, or other designated individuals, the Recreation Facilities Attendant 1 assists with the operation of City's parks and recreational facilities. This position requires excellent customer service skills along with an aptitude for janitorial work, maintenance, and event production. A regular work schedule may include day and afternoon shifts, with possible days off during weekdays. This position is subject to regular performance planning and review.

GENERAL DUTIES AND RESPONSIBILITIES

1. Prepare facilities for use as per daily schedules which include facility rentals, recreational programs, and special events.
2. Assist fellow staff and contractors engaged in performing related work, including facility operations staff, event and program coordinators, Public Works, and City Hall personnel.
3. Assist with the execution of seasonal shutdowns, projects, and maintenance programs.
4. Adhere to job specific policies and procedures.
5. Perform the duties of Shift Lead Hand, when assigned.
6. Assist with additional related duties and projects as required.

SPECIFIC DUTIES

Building Operations and Production

1. Operate all physical plants; including heating, ventilation, air conditioning, and hot water equipment, ice refrigeration equipment and water filtration systems. Monitor systems' effective operation; report necessary repairs and maintenance, and maintain related records and logs.
2. As permitted under the Safety Standards Act and as periodically instructed, perform or assist with painting and maintenance of recreational and fitness equipment, building mechanical systems, and related components.

3. Operate and perform daily maintenance of various equipment, including, but not limited to the ice resurfacer, ice edger, skate sharpener, floor scrubbers, snow blower, and half ton truck as per manufacturer guidelines. Maintain related records and logs, and report any abnormalities.
4. Assist with all aspects of ice installation, maintenance, removal, and related record keeping.
5. Carry out janitorial duties including, but not limited to, sweeping, mopping, washing and waxing floors; cleaning hallways, change rooms, windows, bleachers, and washrooms; unstopping sinks, toilets and drains; checking and replenishing supplies.
6. Convert and prepare facilities, for events and programs including the assembly, setup and teardown of staging, curtains, scaffolding, tables, chairs, sport and recreation equipment, etc.
7. Prepare playground equipment and park grounds as per daily schedules, including dragging and marking out ball lines, moving bases, goals, bleachers, etc.
8. Monitor the buildings mechanical systems, primarily using the DDC Control System, and adjust settings as per daily schedules while responding appropriately to abnormalities.
9. Perform equipment and facility inspections, as directed, to identify necessary repairs and maintenance while ensuring the overall safety and security of facilities, staff, and patrons.
10. Adhere to all established safe work practices, procedures, and regulations; including WorkSafeBC, the BC Safety Authority, City Safety Policy, Fire Safety Plan's, and Health Act.
11. Monitor the behavior of patrons to ensure that rules and regulations governing the use of facilities are adhered to.

Administration

1. Operate the skate shop, as required.
2. Attend meetings as requested, including, but not limited to staff meetings, event and program planning, and safety committee meetings.
3. Under the direction of the Maintenance Foreman, inventory and purchase supplies and equipment required for the operation of the facilities, equipment, systems, and grounds that are assigned to this position while adhering to established purchasing procedures.

Shift Lead Hand function (when assigned by the Maintenance Foreman)

1. Guide and oversee the work of other staff within the operations and maintenance division.
2. Provide support in effective and safe work methods, and after completion verify that the work and duties of other operations and maintenance staff were fulfilled as required and/or in compliance with various governing regulations and safety laws.
3. Under the direction of the Maintenance Foreman, maintain simple records on operational issues such as maintenance work orders, facility mechanical log book notations, and incident reports.
4. With the approval of the Maintenance Foreman, call in staff as required.
5. Deal with minor operational and staff problems in the absence of the Maintenance Foreman, such as attending to emergency situations to render equipment safe for operational use according to specified operating procedures and guidelines; staff shortages; power and electrical failures; and patron emergencies, etc.

QUALIFICATIONS

1. Knowledge of recreational facility operations including janitorial, building trades, ice maintenance, refrigeration plant operation, pool systems operation, and park, playground and playing field maintenance.
 2. Required certifications:
 - Refrigeration Safety Awareness (RSA) certification, or higher qualification, as recognized under the Power Engineers, Boiler, Pressure Vessel and Refrigeration Safety Regulation
 - Pool Operator Levels I
 - Ice Making (RFABC) certification
 - Building Service Worker / Janitorial certification including WHMIS training.
- Preferred certifications:
- Valid 4th Class Power Engineer certification, or equivalent, as recognized under the Power Engineers, Boiler, Pressure Vessel and Refrigeration Safety Regulation
 - Pool Operator Level II
 - Recognized Red Seal Trade Certification
 - Occupational First Aid, Level I with CPR/AED.
3. Minimum High School Diploma
 4. Valid BC Driver's Licence

COMPETENCIES

1. Ability to deal effectively and courteously with the public and fellow staff members, including facility operations staff, event and program coordinators, Public Works, and City Hall personnel.
2. Ability to perform the Lead Hand function; guide and oversee the work of others; provide direction on work methods and procedures; resolve minor operational or staff problems in the absence of the Maintenance Foreman.
3. Facilitate an exceptional customer experience and maintain positive working relationships with the public, partners, and community organizations.
4. Good interpersonal skills: written and oral communication; time management; goal setting; priority management; ability to receive, give, and carry out instructions.
5. Ability to adjust and work within the demands of a heavy schedule including juggling the demands of multiple events and programs held at various facilities.
6. Perform leadership skills including supervising, mentoring and coaching.
7. Proven ability to make critical decisions independently and without supervision.
8. Good computer skills, including demonstrated ability in the use of Windows and MS Office Suite software, as well as maintenance and mechanical systems software.
9. Ability to perform routine physical labour while observing equipment in operation and reporting any malfunctions.
10. Ability to perform administrative tasks, such as maintain records and complete forms.
11. Must have some mechanical aptitude and a working knowledge of codes and regulations governing public facilities.
12. Working knowledge of ice-making methods, re-surfacing equipment, ammonia refrigeration systems, and the ability to operate equipment related to the work.
13. A sound knowledge of WHMIS, safety and personal protective equipment, and safe work practices and procedures.

- 14. Working knowledge of the materials, methods and equipment used in janitorial and building maintenance work.
- 15. Ability to work varying shifts at a variety of parks and recreational facilities.

WAGES

Pay grade 5 of Schedule "A" of the Collective Agreement.

HOURS OF WORK

As per the Collective Agreement.

Approved by:



CUPE, Local 2087 representative

Date: APRIL 27/26



City of Trail representative

Date: November 26, 2025