



### **Who We Are**

Are you ready to embark on a career that combines professional fulfillment with breathtaking natural beauty? See yourself as an Arena Parks Operator in the picturesque Town of Hinton, nestled in the foothills with stunning mountain views that serve as your daily backdrop. Join a vibrant community of over 10,000 residents, located 15 minutes east of Jasper National Park gates and 300 km west of Edmonton.

### **The Opportunity**

- Provide the general care and maintenance of recreational facilities and areas
- Maintain arena ice to industry standards, perform labour and janitorial duties, and operate equipment and machines to ensure facilities and recreation areas are safe, clean, and operational
- For more information, see the attached job description, or visit [www.hinton.ca/jobs](http://www.hinton.ca/jobs)

### **Terms of Employment**

- Temporary position with an end date of January 23, 2027
- Full-time, unionized position working 40 hours per week
- Hourly wage range: \$29.87 - \$32.41

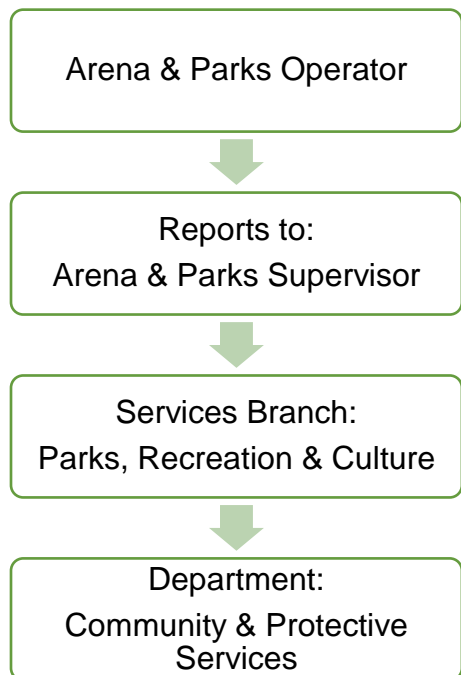
### **Application Information**

- Submit cover letter & resume stating competition number
- Email to: [recruitment@hinton.ca](mailto:recruitment@hinton.ca)
- Apply By: March 6, 2026



# Arena & Parks Operator Job Description

## Position Details



<b>Supervisory Role:</b>	No
<b>Union Scope Role:</b>	Yes
<b>Position Status:</b>	<input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Permanent <input checked="" type="checkbox"/> Temporary <input type="checkbox"/> Interim <input type="checkbox"/> Casual <input type="checkbox"/> Seasonal
<b>Hours per Week:</b>	40
<b>Work Location:</b>	Town of Hinton
<b>Job Classification:</b>	Operator

## POSITION SUMMARY

Reporting to the Arena & Parks Supervisor and receiving general direction from the Senior Arena & Parks Operator, this position is primarily responsible for providing the general care and maintenance of recreational facilities and areas such as: the arena, outdoor facilities, parks, and open natural spaces. This position will maintain arena ice to industry standards, perform labour and janitorial duties, and operate equipment and machines to ensure facilities and recreation areas are safe, clean, and operational.

## WORK RESPONSIBILITIES

- Provide excellent customer service and use good public relation skills
- Foster good relations with other staff, management, and the public
- Provide janitorial services for the twin arenas and other assigned areas
- Provide snow removal for the Recreation Centre and other assigned areas
- Provide training to others on the safe usage and competency of equipment
- Assist with ice maintenance and building maintenance as required
- Flood the arena ice occasionally as required
- Operate all the appropriate arena and parks equipment, and perform arena and parks related duties in accordance with the manufacturer's operator manuals, *Occupational Health and Safety Regulations*, and Town safety policies



# Arena & Parks Operator Job Description

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- Maintain sports fields, playgrounds, multi-purpose trails, and other open spaces to industry and/or legislated standards
- Maintain arena and parks equipment, ensuring the equipment is kept clean and in good working order
- Aid with cemetery operations, including excavations, internments, and landscaping
- Assist with landscaping and gardening
- Aid in installing outdoor Christmas lights at Town-owned buildings
- Undertake other duties as assigned

## QUALIFICATIONS

- High School Diploma or GED
- Completion of or working towards Certified Recreation Facility Personnel (RFP) Arena Operator Level I
- Experience working in a parks, arena care, and/or maintenance role is preferred
- Experience operating: front-end loaders, skid-steers, mowers, chainsaws, weed whips, arena ice resurfacing machines, and other parks and arena equipment
- Mechanical ability to perform basic carpentry, painting, chain-link fence repair, trail, light trail and bridge construction and maintenance
- Working knowledge using ammonia/brine for artificial ice and refrigeration operations
- Understanding of horticulture practices such as fertilization, aeration, irrigation, pruning, seeding/sod and other plant requirements
- Working knowledge of computers and systems including Microsoft Office Suite
- Completion of the Flag Person Training Certificate
- Valid First Aid and CPR Certificate
- Satisfactory background screening is required for this position including a Criminal Record Check and Vulnerable Sector Check
- A Class 5 Driver's License with a satisfactory Driver's Abstract

## SKILLS & ABILITIES

- Excellent decision-making and problem-solving skills
- Demonstrate effective interpersonal communication and conflict resolution skills
- Exceptional verbal and written communication skills
- Excellent customer service and public relations skills
- Demonstrate a commitment to continuous training and professional development opportunities
- Demonstrate a high degree of personal initiative, professionalism, and positivity while working independently
- Able to work as a dependable team member
- Maintain a high level of confidentiality in all interactions



# Arena & Parks Operator Job Description

## WORKING CONDITIONS

Details pertaining to the physical demands of the position can be found in the Physical Demands Analysis and Job Hazard Assessment with Health & Safety.

### Hours

Able to work evenings and weekends as required.

### Physical Effort

Must possess the agility, strength, and physical stamina to perform arduous and prolonged work under adverse and strenuous conditions. Frequent standing. Varying levels of physical effort, including moderate to heavy lifting, walking, pushing, pulling, reaching, and carrying. Operation and use of required tools and equipment skillfully and safely.

### Travel

Significant travel under various road and weather conditions. Must maintain alertness and respond appropriately using defensive driving skills in various conditions (traffic, weather, distractions).

### Work Environment

Moderate exposure to an office environment, significant exposure to a recreational and/or cultural area designated for public use. Moderate to significant exposure to the public in a service provision capacity. Potential exposure to client volatility dealing with the public. Position may entail working within the ammonia plant performing maintenance or repair.

## HEALTH & SAFETY

Ensure the Town of Hinton health and safety policies, procedures, directives, and safe work practices are followed in accordance with the *Occupational Health and Safety Act* and *Regulations*.

## APPROVALS

<b>Established:</b>	15 November 1989
<b>Revised:</b>	December 1998; 7 September 1999; 24 November 2010; January 2016; 13 May 2022