Membertou
WELCOMING THE WORLD!

Employment Opportunity

Job Title: **Facility Operator (Casual)**
Department: **Sport & Wellness Centre**
Reports To: **General Manager**

Position Summary:

The Membertou Sport & Wellness Centre is seeking a dependable, safety-focused, and mechanically inclined Facility Operator to support the daily operation of the arena and facility in a casual/on-call capacity. This hands-on position is responsible for ice operations, ice resurfacing equipment, facility inspections, cleaning, minor maintenance, event setup, accurate record keeping, and respectful service to facility users.

The successful candidate must be comfortable working independently, following established procedures, responding to operational concerns, and working on a flexible schedule that includes evenings, weekends, holidays, and special events.

Key Responsibilities

Ice Operations and Equipment

- Assist with seasonal ice installation and start-up, including preparing the concrete slab, flooding, painting, marking lines and logos, and building the ice surface to the required depth.
- Maintain safe, consistent, and high-quality ice through scheduled resurfacing, flooding, edging, scraping, patching, snow removal, ice-depth checks, temperature monitoring, and other ice-care activities.
- Safely operate the ice resurfacer (Zamboni or equivalent), ice edger, and related arena equipment after completing required training and authorization.
- Complete pre-use and post-use inspections of the ice resurfacer and related equipment, document concerns, and promptly report equipment requiring repair or service.
- Safely remove, install, adjust, and handle ice resurfacer blades and related attachments in accordance with training, manufacturer instructions, and safe work procedures.
- Perform routine care and preventive maintenance on the ice resurfacer and arena equipment, including cleaning, lubrication, fluid checks, battery or fuel-system checks, tire inspections, and minor repairs within the employee's training and authority.
- Assist with rink changeovers, special ice requirements, seasonal shutdown, and ice removal.

Facility, Plant, and Maintenance Operations

- Monitor the compressor room, refrigeration plant, building systems, and ice conditions; complete required readings and logs and immediately report alarms, leaks, unusual sounds, abnormal temperatures, or other concerns.
- Conduct opening, closing, and scheduled facility inspections to identify safety hazards, maintenance needs, security concerns, and equipment issues.
- Perform janitorial and housekeeping duties throughout the facility, including dressing rooms, washrooms, spectator areas, public spaces, offices, mechanical areas, and storage rooms.
- Complete basic building and equipment maintenance such as painting, replacing lights, minor carpentry or plumbing repairs, maintaining boards, glass, nets, benches, doors, and other facility fixtures, as trained and assigned.
- Keep entrances, exits, emergency routes, walkways, loading areas, and exterior spaces clear of snow, ice, debris, and other hazards.
- Set up and tear down equipment for games, practices, tournaments, rentals, meetings, community events, and special functions.

Safety, Records, and Customer Service

- Complete shift checklists, maintenance records, refrigeration and ice logs, inspection forms, accident and incident reports, and other operational documentation accurately and on time.
- Follow Membertou policies, emergency procedures, safe work practices, equipment manuals, confidentiality requirements, and all applicable occupational health and safety requirements.
- Respond appropriately to emergencies, equipment failures, injuries, and facility concerns, including contacting the appropriate supervisor, contractor, or emergency service when required.
- Provide respectful and professional service to staff, tenants, user groups, athletes, families, contractors, and the public, and help ensure facility rules are followed.
- Support and maintain Membertou's Quality Management System as it relates to job duties and departmental responsibilities.

- Perform other related duties as assigned by the General Manager or designate.

Required Qualifications

- High school diploma or an equivalent combination of education and relevant work experience.
- Valid driver's license.
- Current Standard First Aid and CPR certification, or willingness and ability to obtain within an established timeframe.
- Current WHMIS training, or willingness and ability to obtain.
- Demonstrated reliability, mechanical aptitude, good judgment, and commitment to workplace and public safety.
- Ability to follow written and verbal instructions, complete records accurately, communicate concerns promptly, and work effectively both independently and as part of a team.
- Ability to perform physically demanding duties, including lifting, carrying, bending, pushing, pulling, prolonged standing and walking, and working in cold, wet, noisy, or slippery conditions.
- Availability to work variable shifts, including early mornings, evenings, weekends, holidays, and special events.
- Ability to provide a satisfactory Criminal Record Check and Vulnerable Sector Check if required for the position.

The Following Would Be Considered Assets:

- Previous experience working in an arena, rink, recreation facility, or building-operations environment.
- Experience making, painting, marking, maintaining, repairing, and removing artificial ice.
- Experience safely operating an ice resurfacer (Zamboni or equivalent), ice edger, floor scrubber, snow-removal equipment, or similar machinery.
- Experience safely changing, adjusting, handling, and maintaining ice resurfacer blades.
- Experience completing routine maintenance and minor repairs on ice resurfacing equipment, including cleaning, lubrication, fluid checks, battery or fuel-system care, tires, and related components.
- Knowledge of arena refrigeration systems, compressor rooms, plant readings, ice-depth monitoring, temperature control, and operational log requirements.
- Recognized training or certification in arena operations, ice facility operations, refrigeration safety, basic arena refrigeration, or recreation facility operations.
- Experience with minor building maintenance, event conversions, snow removal, and facility inspections.
- Knowledge of Membertou, Mi'kmaw culture and community values, or experience working in a First Nation or community recreation setting.

Working Conditions

This position is performed in an active arena and recreation-facility environment. Work may involve exposure to cold and wet conditions, cleaning products, mechanical equipment, noise, slippery surfaces, and changing temperatures. Appropriate personal protective equipment and safe work procedures must be used. The work schedule will vary based on ice rentals, tournaments, programs, events, maintenance requirements, and operational needs.

Preference given to Aboriginal peoples in accordance with the Aboriginal Employment Preferences Policy of the Canadian Human Rights Commission.

Applications/Resumes can be submitted to: Membertou Human Resources Department
Attention: Scott Thomas
47 Autwen Ma'sl Awti Membertou, NS B1S-2P5 Or via email to: **jobs@membertou.ca**

DEADLINE FOR APPLICATIONS: **Friday, November 27th, 2026 at 4.30 P.M. (AST).**

Thank you for your interest, however, only those selected for an interview will be contacted.

Membertou reserves the right to pause, extend or revoke this posting at any time without notice.

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