



Village of Carmacks
P.O. Box 113
Carmacks, YT Y0B 1C0

Employment Opportunity

Arena & Facility Attendant/CSR (Part-Time, Permanent)

Are you energetic, enthusiastic, and responsible? If so, we are looking for you! We are looking for an individual to maintain operations of the Carmacks Recreation Complex (CRC). If you think you have what it takes to lead this effort, please send in your resume.

The **AFA** will be supervised by the AFO Manager and Recreation Director. This position will be primarily scheduled for 20-25 hours per week including a range of mornings, evenings, and weekends, and specialty events.

Qualifications: please submit your resume clearly showing how you meet the following qualifications:

Job Requirements and Responsibilities are:

- Facility Maintenance including CIMCO Ice Plant Operation.
- Assistant in the process of Installation, maintenance, and removal the artificial ice surface
- Conduct and record daily, weekly, and periodic inspections of all equipment and operating systems
- All required oversight and maintenance of the Carmacks Recreation Complex and grounds including Arena, Recreation Center (Fitness Center & Rock Wall), Parking Lots, Merv Tew Park, and Municipal Playgrounds
- Overseeing the maintenance of facility systems, including but not limited to HVAC, ice plant, boilers, etc. including the conduction and recording of daily, weekly, and periodic inspections of all equipment and operating systems
- Operating the arena equipment including the Zamboni, and scissor lift, etc.
- Advising the AFO Manager of all pertinent and emergent issues with physical assets or personnel

Qualifications and Experience:

- Grade 12 education or GED,
- First Aid & CPR
- Valid Yukon Class 5 Drivers' License; Valid Class 4 DL considered an asset
- Any experience in facility and greenspace maintenance of a multipurpose facility is desired
- Knowledge and experience in Arena and Ice Making operations.
- Preference will be given to those with the following certifications:
- Arena Operator Level I (desired but not required)
- Arena Maintenance - Zamboni Certification (desired but not required)
- Building Maintenance Level I & II (desired but not required)
- Ice Facilities Operation Certificate (desired but not required)
- Criminal Record and Vulnerable Sector check or the ability to get one
- Ability to establish and maintain effective working relationships with customers and other Village staff, Council, other governmental and regulatory officials, private and community organizations, and contractors

Telephone: (867) 863-6271

Fax: (867)863-6606

Email: info@carmacks.ca



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- Knowledge and experience in general building maintenance and the use of maintenance equipment
- Knowledge of Occupational Health and Safety standards.
- Ability to communicate clearly and comprehensively in person, one-on-one or in groups, and in writing via reports and email.
- Ability to use Work Order, Asset Management, Microsoft, Outlook, and other computer software.

We invite interested applicants to submit their resume and cover letter electronically to the undersigned marked "Personal & Confidential". The posting will remain active until filled.

The Village of Carmacks thanks all applicants for their interest, only applicants successfully screened in for interviews will be contacted.

Send resumes via Email to:

Village of Carmacks, Attention: Matthew Cybulski

Email: CAO@carmacks.ca

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