

Parks and Recreation Facility Operator

RECRUITMENT 2026-COMM-17

The Town of Smiths Falls is a vibrant, progressive single tier municipality with a population of 10,000. One of Eastern Ontario's most scenic communities, we are centrally located within an hour of Ottawa, Kingston, Brockville and the US Border. The Town provides high quality and affordable life for its residents and is nestled in between prime water frontage along the Rideau Canal – a UNESCO World Heritage site, and has many beautiful heritage buildings and recreational facilities.

The Town of Smiths Falls is seeking a highly motivated and customer-focused candidate to fill the vacant position of **Parks and Recreation Facility Operator**. The successful candidate will be responsible for the operation, maintenance and support of various municipal facilities.

Key Duties and Responsibilities:

- Operation, maintenance, and support of various facilities within the Community Services Department (including two indoor ice surfaces, outdoor arenas, parks, playgrounds, trails, splash pads, and a skate park, and a community cemetery).
- Facility maintenance including janitorial duties.
- Landscaping
- Ice maintenance
- Snow removal
- Event setup/teardown and other assigned tasks.

Skills and Qualifications:

- Ontario Secondary School Graduation Diploma, or equivalent education in related experience.
- Related experience in arena and parks operations including knowledge of maintenance practices and safety protocols.
- Knowledge of relevant equipment and tools used in parks and arena operations.
- Excellent time management skills.
- Strong problem-solving and decision-making abilities.
- Ability to work independently and within a team.
- Effective communication and interpersonal skills.
- Class G drivers licence
- Provision of satisfactory Driver's Abstract and Criminal Record Check
- Basic Arena Refrigeration and/or Ice Technician Certification is an asset.
- Ability to lift and move objects weighing up to 75lbs.
- Ability to work a flexible work schedule including evenings, weekends and statutory holidays on routine basis.

Position Type: Full-time, permanent

Hours of Work: 40 hours per week (as scheduled)

Location: Smiths Falls Memorial Community Centre

What we Offer:

Wages: Band D of the pay grid system (\$25.74-\$29.93) per hour

Benefits: A comprehensive benefit package, employee assistance program and enrolment into the Ontario Municipal Employers Retirement System (OMERS).

How to Apply:

Qualified applicants are invited to submit their resume and cover letter quoting recruitment number 2026-COMM-17 by **Wednesday April 15, 2026 at 4:00 p.m.**, to Human Resources, Town of Smiths Falls, P.O. Box 695, 77 Beckwith Street North, Smiths Falls, Ontario, K7A 4T6 or via email at careers@smithsfalls.ca

The Town of Smiths Falls is an equal opportunity employer, committed to ensuring all candidates are able to participate in the interview process fully and equally. If contacted for employment, please let us know if you require any accommodations to ensure you can participate fully and equally during the recruitment and selection process. We thank all applicants for their interest and only those selected for an interview will be contacted.

Personal information collected from applications is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act, and will be used to determine qualifications for employment. Questions about the collection of Information should be directed to the Clerk at the address indicated above.



POSITION:	Parks and Recreation Facilities Operator
DEPARTMENT:	Community Services
EMPLOYEE GROUP:	Non-Union
PAY GRID:	
SUPERVISOR:	Facilities Operation Lead Hand
REVISION DATE:	July, 2023

POSITION SUMMARY AND SCOPE: The Parks and Recreation Facilities Operator is responsible for the operation, maintenance, and support of various facilities within the Community Services Department. This includes two indoor ice surfaces, outdoor arenas, parks, playgrounds, trails, splash pads, and a skate park, and a community cemetery. The role involves a wide range of duties such as facility maintenance, landscaping, janitorial assistance, ice maintenance, snow removal, event setup/teardown, and other assigned tasks. The position requires a strong work ethic, attention to detail, and the ability to work effectively both independently and as part of a team.

DUTIES AND RESPONSIBILITIES:

Facility Operation:

- Operate and maintain the two indoor ice surfaces, ensuring optimal ice quality and safe conditions for users.
- Oversee the operation of outdoor arenas, ensuring proper setup, maintenance, and safe usage.
- Perform routine inspections of parks, playgrounds, trails, splash pads, and the skate park to identify and address any safety hazards or maintenance needs.
- Support the setup and teardown of special events held within the parks and recreational facilities.

Landscaping and Grounds Maintenance:

- Perform regular landscaping tasks, including mowing, edging, weeding, and general maintenance of cemeteries, parks, playgrounds, and other green spaces.
- Assist with tree planting, pruning, and maintenance activities.
- Maintain flower beds, including planting, watering, and seasonal changes as required.
- Conduct seasonal trail maintenance, ensuring trails are clear of debris, well-marked, and safe for public use.
- Seasonally assist with snow removal, salting and sanding at Town facilities, including parking lots, and walkways.

- Operate snow removal equipment such as snow blowers, and shovels to clear designated areas.

Custodial and Customer Service:

- Provide janitorial support to Town facilities as directed, including cleaning restrooms, common areas, and other designated spaces.
- Ensure cleanliness and sanitation standards are met, following established protocols and schedules to ensure high quality customer service experiences are maintained.
- Monitor and restock janitorial supplies as directed.

Ice Maintenance and Resurfacing:

- Perform ice making and ice maintenance tasks, including resurfacing, edging and addressing ice-related issues promptly.
- Monitor ice conditions, temperature, and humidity levels to ensure optimal playing surfaces.
- Maintain and repair ice resurfacing equipment as needed.

Event Support and Other Duties

- Assist with the setup and tear down of major events, special events and tournaments, including equipment setup, signage placement, and general support as required.
- Perform other duties as assigned by the Facilities Lead Hand and/or other Departmental management.

Safety and Compliance:

- Ensure compliance with health and safety regulations and implementation of safety protocols.
- Ensure accurate records of maintenance and other activities are appropriately logged.
- Take appropriate actions to address safety concerns and hazards promptly.

Customer Service:

- Provide excellent customer service to departmental customers and residents, responding to inquiries, concerns, and requests in a timely and professional manner.
- Foster a positive work environment for all staff that promotes teamwork.
- At all times, represent the Town of Smiths Falls in a positive light.

EDUCATIONAL REQUIREMENTS AND EXPERIENCE:

- High school diploma or equivalent. Post-secondary education in a related field is an asset.
- Valid Standard First Aid and CPR 'C' or willingness to obtain within 3 months of hire.
- Valid Class 'G' driver's license.
- Basic Arena Refrigeration and/or Ice Technician Certification is an asset.
- Canadian Playground Safety Institute Certification an asset.
- Related experience in arena and parks operations is an asset.
- Certifications related to: chainsaw use, working in confined space, working at heights all an asset.
- Provision of satisfactory valid Criminal Record Check and Vulnerable Sector Report.

SKILLS AND COMPETENCIES:

- Strong knowledge of maintenance practices, safety protocols, and facility operations.
- Excellent time management skills.
- Strong problem-solving and decision-making abilities.
- Ability to work independently and within a team.
- Effective communication and interpersonal skills.
- Knowledge of relevant equipment and tools used in parks and arena operations including experience operating an ice resurfacers and ice maintenance equipment.

WORKING CONDITIONS: A flexible, rotating schedule will be implemented that may include early mornings, days, evenings, overnights, weekends and statutory holidays. This position will respond after hours as needed. This position requires the candidate to be able to work in a high paced environment with competing demands and limited resources.

Physical Demands

The employee is regularly required to stand; sit; and walk on a wide range of stable and unstable surfaces; use hands to grasp, grip and feel; reach with arms; climb, or balance; stoop, kneel, crouch, or crawl. Demonstrated ability to work at heights, and regularly perform the lifting of objects weighing up to 75lbs, carry items such as ops, shovels, filled refuse bags and boxes. Must be able to mop, sweep, rotate, reach and bend. Will be required to walk on ice surface.

Environmental Conditions

Must be prepared and able to work both indoors and out of doors in all seasons; weather conditions ranging from very cold to very hot and humid will be encountered seasonally. The candidate may be exposed to unpleasant sights and smells. The candidate may be exposed to dangerous and/or toxic substances and must take the necessary and prescribed precautions to protect eyes, nose, skin and lungs from irritation. The noise level in the work environment is moderate to loud during special events and operations.

Sensory Demands

The position requires operation of the ice resurfacers and other ice maintenance equipment. The position also requires operation of other maintenance equipment including, but not limited to: Town vehicles, scissor lift, mowers, tractors, loaders, plows and trucks/trailers.

Mental Demands

The employee must be able to manage a number of requests and tasks at one time and to deal with short deadlines, while accommodating competing workloads, and unplanned interruptions for ones' self and the staff. Excellent organizational and time management skills will be needed to complete the required tasks. Must be able to read and comprehend specific instructions related to SOPs, SDS sheets, chemicals and cleaning products, equipment operation, and directions as related to the delivery of departmental products and services.

SAFETY:

All employees must follow the Town's Health and Safety Policy and comply with the Occupational Health and Safety Act.

WORKING RELATIONSHIPS:

INTERNAL	Department Heads, Support Staff, Members of Council, Members of Boards and Committees
EXTERNAL	General Public, Vendors and Suppliers, Stakeholders