



# Operator, Splash Pad

**Position Code:** 179

**Department:** Parks, Recreation & Culture

**Division:** Recreation Facilities

**Reports To:** Supervisor, Recreation Facilities

**Direct Reports:** None

**Pay Band:** 6

**Effective:** June 2024

**Revised:**

**Status:** Seasonal Full-Time  
Non-Union

**Indirect Reports:** none

## Position Summary

Reporting to the Supervisor, Recreation Facilities, Splash Pad Operators are responsible for performing custodial functions, maintenance and minor repair, ice maintenance, pool/splash pad maintenance, responding to queries and problems, opening and closing functions, ensuring the facility is clean and safe for users, and for providing exceptional customer service related to recreation facilities. The main duties and responsibilities for the position are in the areas of equipment and facilities maintenance, custodial functions, recreation facilities operations, supplies inventory, and building security.

## Duties and Responsibilities

### 1. Equipment and Facilities Maintenance (35%):

- (a) Assist with proper pool/splash pad maintenance which includes complete water quality and pH balance testing; maintaining, recording, and perform backwashes on both filtration systems as required; add chemicals to pool, keep records of pool and mechanical system maintenance, clean out strainer baskets.
- (b) Grounds keeping maintenance: cleaning up debris off splash pad, cutting & trimming grass around splash pad.
- (c) Perform minor building maintenance, which includes painting; mechanical, plumbing, electrical and structural repairs; and, ice glass replacement, as required.
- (d) Ice installation, perform and maintain proper ice maintenance, which includes flooding and scraping ice; edger operations; maintaining, recording, and monitoring appropriate ice thickness; performing board and

# **Position Description**

## **Operator, Splash Pad**

glass repairs; and, conducting ice machine maintenance (e.g., blade replacement, etc.).

- (e) Maintain the compressor room, which includes initiating day/evening setting; logging refrigeration room readings on a two (2) hour basis; purging oil from chiller, charging compressors with oil, and changing brine temperatures, as instructed; performing water tests; and, monitoring the overall proper working condition of the refrigeration equipment, notifying supervisor of malfunctions, and rotating brine pumps.
- (f) Assist in minor HVAC maintenance; replace filters, change heating system based on seasonal requirements; assist trades people (e.g., electrician, plumber, HVAC technician, etc.) as required.
- (g) Perform minor facility and equipment maintenance and repair such as light tube replacement, pump replacement, grease fittings as required.
- (h) Assist during special events, including equipment and material setups and teardowns.

### **2. Custodial Functions (35%):**

- (a) Maintain and ensure a clean and safe recreation facility, which includes daily cleaning of washrooms, change rooms, Hall of Fame, mezzanine, and meeting rooms; cleaning windows; sweeping and mopping floors; and, emptying and collecting garbage at various facilities (e.g., splash pad, arena, curling club, aquatic centre, museum, theatre, etc.).
- (b) Conduct opening/closing duties, which include activate/de-activate security alarm; check fire alarm panel; remove debris from all entrances, exits and walkways; activate appropriate lighting for scheduled facility activities; and, perform end of shift security and alarm checks. Respond to facilities alarms as required.

### **3. Recreation Facilities Operations (20%):**

- (a) Assist in the daily operations and maintenance of recreation facilities, which includes receiving and responding to incoming enquires and problems; fostering good working relationships, public safety awareness, and providing any facility security necessary; assigning dressing rooms and keys to patrons; maintaining current knowledge of scheduled activities and events.
- (b) Assist by providing guidance and training to other division staff in the operations and maintenance of recreation facilities.
- (c) Complete incident and accident reports, notifying supervisor of same; contact appropriate emergency services as required.

### **4. Supplies Inventory (5%)**

# Position Description

## Operator, Splash Pad

- (a) Assist in maintaining an inventory of supplies, which includes ordering, receiving, and confirming accuracy of invoices and shipments; stocking supplies in appropriate storage locations; refilling vending machines; and providing notification of when supplies are low.
- (b) Monitor inventory of custodial, cleaning, pool chemical and consumable supplies, re-order as necessary.

### 5. Building Security (5%):

- (a) Perform closing of building with inspection and security sweep; activate and deactivate alarm systems; respond to building alarms (aquatic or arena) as required. Performs opening functions as needed.
- (b) Check building safety equipment such as emergency lighting, fire alarms, fire extinguishers, entrance and exit doors, etc.

Work in compliance with the Highway Traffic Act, Occupational Health and Safety Act, WHMIS, applicable legislation, regulations, statutes and departmental policies/procedures/practices and operational guidelines. Ensure that all necessary personal protective equipment (e.g. safety boots, hard hat, reflective vest, gloves, hearing protection, eye protection, etc.) are used and are maintained in good condition.

Perform other related duties, as assigned, that are in accordance with job responsibilities and/or necessary departmental or corporate objectives.

## Knowledge, Skills and Experience

1. Ontario Secondary School Diploma or equivalent.
2. Certified Pool Operator (CPO) certificate from the Pool & Hot Tub Alliance (PHTA) or the willingness to obtain would be an asset.
3. Six (6) months of janitorial and/or minor building maintenance, mechanical room, and/or general machine operation experience. Experience in painting, mechanical, plumbing, electrical, carpentry, and structural repairs.
4. Training in WHMIS, Confined Space Entry, Working at Heights, ladder and lift device.
5. Working knowledge of the Occupational Health & Safety Act, Public Pools Regulations, and Corporate and Division policies and procedures. Working knowledge of pool/splash pad maintenance and equipment operation, and chemical/water treatment testing.
6. Good communication, interpersonal, time management, and public relations skills, together with the ability to use tact and discretion and to deal courteously and effectively with the public and fellow staff members.

# Position Description

## Operator, Splash Pad

7. Ability to multi-task, cope with interruptions and work under pressure to meet multiple deadlines, exercise discretion and good judgment. Possess initiative and personal integrity.
8. Physically capable of performing the required functions of the position (e.g., standing, walking, skating, lifting, pushing, pulling), operating cleaning equipment, working in an arena (cold) and pool (warm) environment with water hazard, and wearing the applicable personal protective equipment (e.g., respirator, harness).
9. Working knowledge of Microsoft Windows and Microsoft Office (Excel, Word, PowerPoint, Teams), and office equipment.
10. Willing and available to work days, evenings, weekends, and holidays.
11. Valid Class "G" driver's license and current Driver's Abstract with results satisfactory to the Employer. Ability and willingness to travel within the community as required.
12. Possess a current Criminal Record & Judicial Matters Check (Level 2) with results satisfactory to the employer, and a valid standard first aid & CPR/AED Level C certification.

### Physical Demands and Working Conditions

**Physical Effort:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical demands require considerable standing, moving, walking, and occasional lifting (e.g., mop bucket, snow shovelling), climbing (e.g., onto ice resurfacer) and ladder climbing. The position uses the following tools and equipment: 60 metres of 5 centimetre hose for flooding ice, plexiglass (1.2 x 1.2m, 22 kg) or tempered glass (350lbs.) (usually 2 – 3 person lift), hand and power tools, (e.g., grinder, vacuum, wrenches, etc.), power and manual cleaning equipment and tools (floor scrubber, multi-surface cleaner, power washer, pool vacuum, mops, buckets, push broom, etc.), rubber gloves, leather gloves, steel toe boots, ear protection, face mask/respirator, and step and extension ladders.

Normal hours of work are forty (40) hours per week on a rotating schedule that includes days, evenings, weekends, and holidays. Normal shifts are ten (10) hours with a thirty (30) minute unpaid meal break. Flexibility in scheduling is necessary as there may be the occasional requirement to change shifts, respond to urgent matters, or work extra hours as needed.

**Physical Environment:** Work is conducted in (a) an indoor environment within an enclosed arena or aquatic facility with constant exposure to cold or hot/humid

# Position Description

## Operator, Splash Pad

conditions, loud noises, chemicals, and water hazards, and (b) an outdoor environment with constant exposure to hot/humid temperatures, inclement weather, and pollens.

Exposure to hazards includes chemicals, cleaning supplies, as well as potential exposure to biohazards, human waste, sharps, debris, dust and dirt resulting in minimal discomfort. May work at other recreation facilities as assigned.

**Sensory Attention:** Limited sensory attention, using usually one to two senses at a time under normal use.

**Stress:** Limited mental stress, in normal situations with limited pressure where the seriousness of the outcome is limited. (75%) Occasional exposure to dissatisfied patrons. (25%)

### Contacts and Dimensions

|                              |  |
|------------------------------|--|
| Director Reports:            | 0  |
| Indirect Reports:            | 0  |
| Total Employees Serviced:    | 0  |
| Other Working Relationships: | Position communicates regularly with staff, user groups, the public, special event clubs, contractors, inspectors and service organizations. |
| Budget:                      | n/a  |
| Salary Budget:               | n/a  |

### Review and Signatures

Employee Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Manager/HR Signature: \_\_\_\_\_ Date: \_\_\_\_\_