



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

## **Employment Opportunity**

### **Arena & Facility Operations Attendant (Summer Student)**

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The AFA Summer Student will be supervised by the AFO Manager and Recreation Director. This position will be primarily scheduled for 37.5 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 10 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
- Utilizing Work Order and Asset Management software in conjunction with the Recreation Director
- Shop maintenance and cleanup
- Grass maintenance on public right-of way
- Sign replacement, road patching
- Scanning and filing
- Landscaping and Park Greenspace Maintenance
- Move supplies, picnic tables and equipment as directed.
- Clean washrooms, vault toilets, showers and other public use areas
- Collect and dispose of garbage and litter as directed.
- Assist with setup, tear-down and the operation of special events and functions.
- Setting up seasonal operations as directed (i.e. clearing trails, cleaning equipment, trail and park signage, and setting up sports fields)

Telephone: (867) 863-6271

Fax: (867)863-6606

Email: [info@carmacks.ca](mailto:info@carmacks.ca)



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- Experience in one or more of the following is a definite asset: small & heavy equipment operation, landscaping, turf maintenance, construction and janitorial duties.
- Experience in conflict management, mediation and problem solving.
- Interest in parks maintenance and sports field management is an asset.
- Working knowledge of the Village properties and programs is an asset.
- First Aid and CPR training is required.
- Criminal Record and Vulnerable Sector check or the ability to get one

Compensation:

- The wage scale for this position is Minimum Wage (\$17.71/HR) to Level 1 Step 1 (\$24.42/HR)
- The salary for this position is commensurate with qualifications & experience.
- The position is Full-Time Temporary (37.5 Hrs. per week - Seasonal/Temporary)
- Successful Candidate must be prepared to be living in the community by June 3rd, 2024.

We invite interested applicants to submit their resume and cover letter electronically to the undersigned marked "Personal & Confidential". The posting will remain active until May 24<sup>th</sup>, 2024 at 4PM.

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](mailto:CAO@carmacks.ca)

Telephone: (867) 863-6271  
Fax: (867)863-6606  
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