



CITY OF  
PRINCE GEORGE

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# JOB DESCRIPTION

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**JOB TITLE:** EXHIBITION PARK & COMMUNITY ARENAS ASSISTANT FOREMAN  
**SCHEDULE:** C

**DIVISION:** EXHIBITION PARK & COMMUNITY ARENAS

**DEPARTMENT:** COMMUNITY SERVICES **PAYBAND:** 7

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## **JOB SUMMARY:**

Under the general direction of the Foreman, the Assistant Foremen play a key role in the success of Exhibition Park and Community Arenas Operations. The operations include the CN Centre, the rodeo grounds and race track, the speed skating oval, the Kin Centre (a complex of three arenas), the Agriplex (an indoor riding arena), an outdoor riding arena and stabling facilities, a loggers sports area and the Sports Centre, home of the BCNE, Rolling Mix Concrete Arena, Elkscentre and Prince George Gymnastics Club. The Assistant Foremen assist in achieving the efficient operation of the site and facilities through reliable performance in ice maintenance, general facility maintenance, custodial tasks, and observing and complying with municipal policies, procedures, and recognized safety practices. The incumbent is responsible for assisting the Foreman with the day-to-day operation and maintenance of the site and facilities and supervision of operational staff. Specific accountabilities include: overseeing the physical logistics of events including set-ups, tear-downs and ensuring event demands are effectively coordinated; staff training; assisting with staff scheduling; implementing maintenance programs and schedules; responding to client inquiries and concerns; making and maintaining ice; custodial work; maintaining and repairing the interior and exterior of the building and machinery; and monitoring the operation of a physical plant.

This is a working Assistant Foreman position and as such, the incumbent can expect to perform strenuous physical activity on a regular basis. The physical work environment may include unpleasant conditions such as frequent exposure to humidity and cold temperatures, garbage, foul odors, blood, bodily fluids, and noise from patrons and equipment. The work involves eight-hour or ten hour shifts and shift work including working weekends, holidays and events. Some overtime may be required during events. Performs related duties.

## **MAJOR RESPONSIBILITIES:**

**Under general supervision of the Foreman, assists in achieving the smooth operation of the facility by:**

### **Engages in planning activities by:**

- assisting with scheduling work on a daily, weekly, monthly and annual basis;
- setting up and monitoring maintenance programs and schedules;
- in the absence of the Foreman, responsible for the operation of the facility including the staff schedule and assigning work tasks;

- working in conjunction with the Foreman to develop and implement short-range and long-term priorities;
- planning and coordinating equipment needs for the area;
- preparing and implementing a variety of work plans;
- assisting in developing and documenting recommendations for improved customer service, work efficiencies, policies and procedures.

**Ensures client needs are met by:**

- providing operational expertise and offering solutions to a wide range of event-related and other client issues;
- assisting with developing and documenting conversion and event plans;
- overseeing and participating in the set-up and tear-down of equipment and supplies, in accordance with event specifications;
- providing technical services support including in-house sound system;
- performing routine maintenance tasks, minor repairs, and custodial activities as required;
- interacting with clients and answering questions about facility operations;
- making periodic checks during events of environmental comfort, adequacy of equipment, supplies and other requirements;
- responding to client requests for changes to set-ups, etc., and understanding the impact these changes have on costs, other users, and other staff;
- dealing tactfully and firmly with individuals and groups to ensure the observance of facility policies.

**Oversees the day-to-day operation of the Site by:**

- cooperating with other City staff and external service providers to ensure that repairs and required maintenance are completed satisfactorily and within appropriate timeframes;
- performing cleaning and maintenance tasks, as required;
- attending user functions within the facility, as determined by the foreman or supervisor;
- responding to customer's operational and other concerns or requirements;
- monitoring and maintaining the security of the facility;
- ensuring all building systems are operational and functioning properly, and taking timely and appropriate corrective action wherever necessary;
- coordinating the installation of ice including ice logos;
- assisting with ice maintenance to ensure a high quality ice surface;
- monitoring the operation of the refrigeration plant including adding oil, ammonia and other chemicals, draining oil, changing filters and adjusting settings as required;
- coordinating evacuation of buildings, including traffic and crowd control in the absence of the Supervisor or Foreman;
- facilitating and delivering the safety site orientation with contractors in the absence of the Foreman.
- monitoring check in / check out of all contractors;
- ensuring contractors work is performed to desired level of standard, within applicable acts, codes and regulations;
- ensuring contractors are adhering to all WorkSafe and Safety Regulations.

**Supervises operational staff by:**

- assisting with hiring, performance planning and reviews;
- orienting, coaching and providing leadership to staff;
- training and evaluating staff on cleaning and maintenance tasks, ice maintenance and monitoring of the building automation systems for the ice plant, HVAC, lighting and boilers;
- coordinating, assigning, directing and inspecting work;
- monitoring work flow and setting priorities;
- preparing, monitoring and amending work schedules for the facility's operational staff;
- ensuring that safe work practices are followed and rectifying any unsafe or potentially unsafe situations; and
- handling of all chemicals and corrosive substances and materials in a safe and efficient manner.

**Performs administrative functions by:**

- assisting Foreman providing information and reports as requested;
- preparing a variety of reports concerning operational activities;
- requisitions materials and supplies and monitors same by divisional staff;
- creating, preparing and maintaining computer-based spreadsheets and other documents for a variety of purposes.

**Performs physical activities such as:**

- lifting and carrying objects weighing up to 50 lbs.;
- walking, standing, lifting, carrying, and climbing stairs for long periods of time;
- operating machinery needed to perform custodial and maintenance tasks;
- using common hand –tools needed for routine maintenance and minor repairs to facility and building-system equipment;
- climbing ladders and operating lift devices to work at heights.

**QUALIFICATIONS:**

**Education:** Completion of Grade 12. Valid 5<sup>th</sup> Class Refrigeration Operators Certificate or higher certification from the Province of BC. Valid RFABC or equivalent Ice Makers Certificate/Training. Valid Forklift Operators Certificate.

**Experience:** A minimum of five years' experience in an ice arena facility operation including supervision of staff, day-to-day maintenance and cleaning. A minimum of five years operating and maintaining an ice resurfacer, making and maintaining artificial ice rinks, and operating and maintaining refrigeration equipment.

**Knowledge and Skills:** Considerable knowledge of the operation of a recreational facility. Demonstrated expertise regarding the maintenance and repair of the systems and equipment typically found in a recreation facility. Considerable knowledge and demonstrated ability to use and operate the tools and equipment in a safe and efficient manner. Thorough knowledge of the operation and maintenance of arena refrigeration and ice maintenance equipment. Ability to identify and troubleshoot a wide variety of mechanical problems. Ability to lead, train, supervise, evaluate and effectively utilize staff. Ability to interact professionally with a wide range of clients and to interpret and respond effectively to their needs. Considerable knowledge of occupational hazards, safety procedures and applicable safety legislation. Exceptional ability to self-motivate

and function with a minimum of direction. Considerable knowledge of operational issues related to large public events and event logistics. Sound judgement and decision making abilities. Ability to define problem areas, establish work methods and to plan, assign and monitor tasks. Ability to assist with estimating the time, equipment, materials and personnel needed to complete specific tasks and projects. Ability to work within, and contribute to, a proactive team environment. Ability to handle a considerable workload and effectively meet deadlines. Demonstrated commitment to customer service. Strong organizational and time management skills. Ability to foster and maintain positive, cooperative-working relationships with other City employees. Ability to understand and effectively carry out written and oral instructions with a minimum of supervision. Ability to facilitate problem resolution. Excellent interpersonal skills deal with internal customers, promoters, contractors, suppliers and the public. Excellent verbal and written communication skills. Ability to work from written orders, blueprints, sketches, grade sheets and oral instructions. Sufficient physical strength and stamina to perform the required duties. Ability to climb ladders and be comfortable working at heights.. Considerable knowledge in operating a computer in a windows-based environment including Excel, Word and Outlook. Demonstrated competence in operating a building automated computer system to control components such as HVAC, refrigeration system, lighting etc. Knowledge of WorkSafe BC Regulations such as those related to Bullying & Harassment.

Valid BC Drivers license:	Yes - Valid BC driver's license, class 5 (unrestricted).
Vehicle Usage:	Yes – City owned vehicles.
Police Information Check:	Yes – As a condition of employment, the incumbent must be able to obtain and maintain a clear Police Information Check for offenses related to the position.

**Prepared by:** T Shaw  
**Date prepared:** Jan 2018  
**Date revised:** March 2019  
**Revised by:** W. Loukes