

Job Title: ARENA MANAGER / GOLF COURSE GREENS KEEPER

Min Salary: \$47,740 per Annum

Max Salary: \$52,709 per Annum

The Town of Castor is a small town in East Central Alberta with an arena that operates approx. 6 months of the year and a golf course that operates approx. 5 months of the year. This position is a full time position split between the two locations.

Arena Information

The Arena Manager's role is the startup, operation and shut down of the Castor Arena for the winter season.

RESPONSIBILITIES

- All ice making and maintenance; including general maintenance, supervision and operation of the ice plant, ice resurfer, ice edger and any other equipment associated with ice making and ice maintenance.
- Supervision and discipline of the public in all areas of the arena, establishment and enforcement of all policies pertaining to safety and maintenance of a policy and procedures manual.
- Complete supervision, training and scheduling of duties and hours of arena employees in conjunction with the Recreation Director.
- Ensuring daily and weekly logs are completed.
- Attendance at the Town of Castor monthly safety meetings.
- Establishing and enforcing all safety and emergency practices as outlined by the Town of Castor in conjunction with the Castor Recreation Director.
- Provision of Skate sharpening service including maintenance and operation of the skate sharpening machine.
- Order and maintain an inventory of all cleaning supplies, plexi-glass, blade sharpening, sales and other supplies needed throughout the season in conjunction with the Recreation Director.

Golf Course Information

The Golf Course Greens Keeper's position is to implement long term maintenance programs and the day-to-day maintenance to ensure the golf course is in quality condition, on a seasonal basis.

RESPONSIBILITIES

- Promote positive public relations with golf course guests.
- Mow, fertilize and water tees, greens, fairways, etc.
- Top dressing greens and tees.
- Change tee markers and perform daily maintenance.
- Work with and maintain a variety of power and hand tools, tractors and riding mowers.
- Perform minor equipment maintenance and repairs.
- Maintain and repair irrigation system.
- Perform other related work as needed.

EDUCATION

- Must possess a high school diploma or equivalent.
- Possess an Arena Operator's Level 1 certificate and be capable of achieving Arena Operator's Level 2 certificate.
- Pesticide license is required.

Application Process:

Candidates are invited to apply via email to castorrec@townofcastor.ca or my mail to Town of Castor, Box 479, Castor, AB, T0C 0X0. Please attach a cover letter.

The successful candidate will be required to provide a current, acceptable Criminal Record Check, including Vulnerable Sector; and a current, acceptable Driver's Abstract. Successful candidates will be required to live within 10 minutes of the Town of Castor, work most weekends during the hockey season and be available on an on-call basis at all times.

We thank all applicants for their interest, however, only those applicants selected for an interview will be contacted. This position will remain open until a suitable candidate is found. The Town of Castor offers a competitive wage, generous medical and dental benefits and a pension plan.