



## **Job Posting**

### **Facility Operator (Arena/Parks)**

#### **(Full Time – Unionized)**

#### **Company Description:**

Thames Centre, nestled in the heart of southwestern Ontario, is a vibrant community on the eastern edge of Middlesex County and the City of London. Our unique mix of urban and rural living fosters strong community connections, top-notch services, and responsible leadership. Residents enjoy breathtaking natural landscapes, open spaces, and access to state-of-the-art recreation facilities, and outstanding local amenities. Thames Centre has been recognized as one of the Best Places to Work in Southwestern Ontario!

#### **Job Description:**

Under the direction of the Parks and Facilities Manager, the Facility Operator (Arena/Parks) performs all operational, maintenance and supervisory duties assigned by the Parks and Facilities Manager with the goal of providing the best possible level of services.

#### **Responsibilities:**

- Supervises all types of public events and functions. Be prepared to handle emergencies and other such situations that may arise.
- Performs various administrative duties as required or assigned (accept and record payments, Active Network, CityWide and dressing room assignments)
- Recommends and implement policies and procedures, which would enhance the operation of the parks and facilities.
- Maintains effective communications with all other recreation staff, user groups and patrons.
- Be familiar with health and safety regulations pertaining to both operational and staff related issues.
- Completes all required physical plant operating records (arena, pools and splash pads).
- Completes necessary operating, maintenance and repair records for facilities, parks, machinery, equipment and tools.
- Accepts First Aid, CPR, WHMIS and other training and education as required.

- Responsible for changing and discarding of all park and town and trail garbage receptacles.
- Complete tree maintenance, grooming and repair of all community trails.
- Maintains two pad ice surface conditions properly at all times.
- Maintains community pool and splash pads water chemistry and ensure that equipment and facilities are clean and safe.
- Winterize all outdoor facilities including fieldhouses, storage sheds, outdoor pool and splash pads.
- Maintains and set up ball diamonds, soccer pitches, tennis courts, pickleball courts, playground equipment, dog parks, pavilions and all other playing field areas.
- Performs a variety of renovations including: painting, flooring, drywalling, trim work and small plumbing repairs.
- Maintains all indoor facilities and community centers including: auditorium, meeting rooms, kitchens, libraries, fire halls, municipal office, and gymnasiums.
- Operates all equipment and machinery (ice resurfacers, riding mower, tractors, trucks, trimmers and power tools) used in maintenance of recreational areas, facilities and open spaces.
- Completes all sports field maintenance including top dressing, seeding, aerating, sodding and irrigation repairs.
- Maintain and cut grass for all Municipal Parks, open spaces and land owned by the municipality.
- Maintains and repair all equipment including oil changes for machinery used in the maintenance of recreational areas, facilities and open spaces (trucks, lawnmowers, tractors, trimmers and blowers)
- Maintain all active and abandoned cemeteries including grass cutting, tree trimming/removal, plot maintenance, grave audits, excavating and closing graves. Preparing graveside services. Install flat markers and maintain headstones.
- In the winter seasons - plow, shovel and maintain all municipal parking lots and facility sidewalks.
- Performs related and other duties as assigned.

Note: All activities are expected to be performed safely, in accordance with the Occupational Health and Safety Act and its Regulations, along with Corporate Safety policies, procedures and programs. In addition, all necessary personal protective equipment must be used and maintained in good condition.

### **Qualifications/Experience or Skills**

- Minimum of 1 years of relevant experience
- Secondary School Diploma or equivalent is required. Post Secondary Diploma/Degree at the Community College level in a related field of study is an asset.
- Preferred candidates would possess one or more of the following certifications:
  - Basic Refrigeration Certification
  - Certified Pool Operator
  - Certified Ice Technician

- Propane Handling Certification
- First Aid and CPR Certification
- Possess strong communication and interpersonal skills.
- Possess a mechanical aptitude and have good organization and problem solving skills
- Able to take initiative, work independently and collaboratively as part of a team
- Working knowledge of equipment maintenance techniques
- Physical ability to perform moderate to heavy physical labour
- Manual motor skills are required to perform repairs and maintenance as required
- Possess a valid class G driver's license and clean driver's abstract
- Knowledge of roles and responsibilities under the *Occupational Health and Safety Act*

### **Physical Effort and Working Conditions:**

- Work may require exposure to hazardous chemicals and/or materials.
- Work is performed in indoor and outdoor environments.
- Work may require frequent standing, walking, bending, pushing, reaching, repetitive motion, and lifting up to 50 pounds.
- Work may require use of hand, power tool and may be in close proximity to heavy equipment and traffic

### **Position Details:**

**Primary Work Location:** Flight Exec Centre, 2066 Dorchester Road

**Employment Classification:** Full time - Unionized

**Pay Rate:** \$31.60 for 2026, in accordance with the current Collective Agreement

**Hours of Work per Week:** up to 42 hours per week, up to five days per week which may not be consecutive

**Schedule of Work:** Variable shifts which may include days, afternoons and weekends. Overtime may be required.

**Anticipated Start Date:** as soon as possible

**Current Status of Position:** vacant

**Posting Period:** May 12, 2026 – May 19, 2026 (Reposted for consideration of applicants from outside of the Union)

**Recruitment Reference #:** 2016-18

### **Ready to Apply?**

Interested applicants are invited to submit a resume and cover letter before **4:00 p.m.** on **Monday May 18, 2026**, indicating “**Facility Operator – 2026-18**” in the subject line to:

Cindy Barwick, HR Advisor  
Municipality of Thames Centre  
4305 Hamilton Rd.

Dorchester, ON, N0L 1G3

Email: [cbarwick@thamescentre.on.ca](mailto:cbarwick@thamescentre.on.ca)

*While verification of credentials are not required for the interview, they may be mandatory as a condition of employment.*

*Artificial Intelligence will not be utilized in this recruitment process.*

*The Municipality of Thames Centre is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. If you are contacted for interview, please advise us of any accommodations needed to ensure your access to a fair and equitable process. This information will be treated confidentially and only used for the purpose of providing an accessible recruitment experience.*

*All applicants are thanked for their interest, but only those selected for an interview will be further contacted. Information gathered is under the authority of the Municipal Freedom of Information and Protection of Privacy Act and shall only be used for candidate selection purposes.*