

The Town of Cobourg is seeking a full time **Arena Attendant!**

Under the direction of the Manager of Facilities, the Arena Attendant is required to perform ice resurfacing, preventative maintenance, and repairs throughout the building in order to help ensure that the facility is safe and fit for operations. Such work may involve manual labour of various natures including operating an ice resurfer, snow clearing equipment and other equipment.

RESPONSIBILITIES:

- Perform checks and record all operations related to the compressor rooms.
- Monitor and log gauge readings for the refrigeration plant.
- Conduct safety circle checks as prescribed in the Safety Circle & Risk Management Checklist.
- Operate and maintain ice resurfacing equipment.
- Perform and record ice depths as outlined in facility procedures.
- Perform regular ice maintenance which includes edging, chipping, shaving and building ice to maintain minimum and maximum ice depths.
- Move pegs and nets as required.
- Perform janitorial duties as required.
- Provide prompt and respectful customer service to patrons.
- Report all incidents to Management.
- Ensure all patrons are off the ice and ice doors closed before flooding.
- Change the ice blades on Ice resurfer equipment as required.
- Maintain building systems as required including rooftop units.
- Perform building maintenance inspections as required.
- Perform seasonal exterior building and property maintenance.
- Perform event(s) set-up and take down.
- Perform any functions or duties deemed necessary by Facilities Manager or designate.
- Other payroll related duties where required.

EDUCATION/EXPERIENCE/SKILLS:

- Minimum of an Ontario Secondary School Diploma (or equivalent) is required.
- Basic Refrigeration course through the Ontario Recreation Facilities Association (ORFA) is required, or must be obtained within thirty (30) days of employment.
- Certified Ice Technician (C.I.T.) accreditation is preferred or must obtain within four (4) years of hire (consists of Basic Refrigeration, Ice Making and Painting Technologies and Ice Maintenance and Equipment Operations).
- Forklift certification, Scissor Lift, Platform and Harness training is preferred must obtain within two (2) years of hire.
- Knowledge of building automation systems (BAS) is preferred.
- Valid Class G2/G Driver Licence with a satisfactory drivers record as deemed by the corporation and access to a reliable vehicle for work is required.
- Must obtain a Satisfactory Criminal Record Check upon employment.
- Must possess valid Standard First Aid Level A or must obtain within 60 days of hire.

This position has varying shifts working 84 hours in a two week period [average 42 hours weekly], as per the collective agreement, including evenings and weekends. The position will also be required to participate in the rotating on-call schedule.



Job Posting 26-31

Arena Attendant

WAGE:

The wage scale for this position is CUPE Schedule B Outside Workers Grade 4 - \$27.33-\$34.19 per hour.

Interested applicants for this position should forward a PDF copy of their cover letter and resume (one document) in confidence to the attention of the Human Resources Department at humanresources@cobourg.ca no later than July 16, 2026 at 4:00PM. **The application deadline for internal candidates is July 2, 2026.** We thank all applicants however only those selected for an interview will receive a response.

In accordance with the Municipal Freedom of Information and Protection Privacy Act, the information gathered is collected pursuant to the Municipal Act, 2001, as amended. The Town of Cobourg is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. If contacted for an employment opportunity, please advise Human Resources if you require accommodation.