



Posted Internal: April 15, 2026
 Posted External: April 15, 2026

**ARMSTRONG SPALLUMCHEEN POOL
 CASUAL SEASONAL JOB POSTING**

<u>POSITION TYPE</u>	<u>POSITION HOURS</u>	<u>HOURLY RATE</u>
Seasonal Part Time Arena Parks Operator PT/Casual	Seasonal Part Time/Casual	\$32.57-35.64 (2025 Rate) plus 18% in lieu of benefits

The Armstrong Spallumcheen Parks and Recreation Commission have an exciting opportunity for employment supporting our parks and recreation facilities as a Seasonal Part Time Arena/Parks Operator Casual.

The Seasonal Part Time Arena/Parks Operator Casual. is a key member of the facility team delivering services of the Armstrong Spallumcheen Parks and Recreation Commission to the community and region. The role is central to the operations, maintenance and upkeep of all Parks & Recreation’s grounds, facilities and equipment.

SCOPE:

Reporting to the Working Foreman, the Seasonal Part Time Arena/Parks Operator Casual. supports the day-to-day operations of facilities managed by the Armstrong Spallumcheen Parks and Recreation Commission. As a member of the facility team, this role provides cooperative assistance across all operational areas and delivers excellent customer service, performing tasks as directed by the Working Foreman.

RESPONSIBILITIES:

Grounds & Parks:

- Efficiently performs regular landscaping, gardening, watering, lawn mowing, edging, pruning, snow / ice removal (as the seasons dictate), cleaning & janitorial duties throughout the grounds. Operates the various tools and equipment necessary to complete the tasks, in an efficient and safe manner.
- Prepares and ensures grounds are ready for use by the various user groups. Understands the needs of the groups such as set up, take down and grooming.
- Responds to customers’ needs in a kind, courteous and friendly manner.
- As seasonally required, “opens” and/or “winterizes” grounds and equipment.
- Performs maintenance and repairs on grounds areas. Examples include light concrete repairs, landscape stonework, fencing, filling, replanting, light carpentry, painting, plumbing, graffiti removal, etc.
- Regularly inspects the grounds for any faults or hazards, reports findings, and, when appropriate, initiates corrective action. Ensure that the grounds remain safe and accessible for all customers and visitors.

General Facilities:

- Efficiently performs regular janitorial & cleaning, maintenance and repairs throughout the various buildings.
- In a safe and efficient manner, operates the various tools and equipment necessary to complete the tasks.
- Prepares facilities to be ready for use by various user groups, including setting HVAC systems appropriately. Understands and accommodates the specific needs of each group, handling setup, takedown, and grooming tasks. Provides courteous, friendly, and responsive service to all customers.
- As seasonally required, “opens” and or “winterizes” buildings and equipment.
- Performs maintenance and repairs on both indoor and outdoor facility areas. Tasks may include HVAC maintenance, light carpentry, plumbing, drywall repair, painting, cleaning, graffiti removal, and other related duties.
- Regularly inspects the facilities for any faults or hazards, reports findings, and, when appropriate, initiates corrective action. Ensure that facilities remain safe and accessible for all customers and visitors.

Swimming Pool:

- Assists with pool maintenance and operation, including tank, filter, and pump care, boiler operation, and water balance monitoring/recording. Supports facility opening and winterizing procedures.

Ice Arena:

- Performs scheduled ice maintenance, including flooding, edging, and other required tasks. Prepares the facility for use by various user groups, understanding and accommodating their specific needs, including setup and takedown. Provides courteous and friendly service, responding promptly to customer needs.
- Maintains all areas of the facility in a neat, tidy, and safe condition at all times, including janitorial care of washrooms, dressing rooms, and other spaces.
- Keeps all facility entrances clear of debris and snow/ice, ensuring they remain safe and accessible at all times.
- Performs minor maintenance on facility and ice-maintenance equipment, as well as a variety of general repairs as needed. Tasks may include changing boards, glass, or netting, light carpentry, plumbing, drywall repair, painting, cleaning, and other related duties.
- Regularly monitors the ice plant in accordance with code and policy, maintaining accurate notes, records, logbooks and reports.

General:

- Performs tasks safely and efficiently, operating equipment and tools with care to prevent damage or excessive wear.
- When using motorized equipment on public roads, follows all safe driving practices.
- Adheres to best practices, including checklists, manuals, and documented procedures, to ensure efficient task completion. Promotes safety for both customers and co-workers

- Works with various chemicals and substances (e.g., cleaning supplies, paint, fertilizers, chlorine) in a safe and prescribed manner, following all relevant safe work procedures.
- Completes necessary reports and / or documentation in an accurate and timely manner.
- Performs preventative maintenance on various tools and equipment.
- Provides support across all areas of the business as an active team member. Assists with problem-solving, resolving issues and complaints, and contributes ideas for positive change and continuous improvement. Communicates openly and promptly with the appropriate individuals, and works with the manager to enhance the services provided by Parks & Recreation.
- Development and Learning: Works with others, sharing their knowledge and skills in a manner that assists others in developing their skills. Takes the initiative to learn from others, maintaining current or developing new and / or improved skills.
- As a member of the Parks & Recreation team, collaborates with others to develop an effective operational schedule, ensuring customer needs are met.
- As directed, may assume primary responsibility for specific areas when two or more team members share similar roles, helping to ensure that broader responsibilities are effectively accomplished.
- Promotes positive environmental practices in maintaining the grounds and facilities.

QUALIFICATIONS:

Required:

- Grade 12 or equivalent
- Refrigeration Safety Awareness (RSA)
- Pool Operator Level 1 (*or ability to obtain certification within one month of employment)
- Comfortable using computers
- Standard First Aid with CPR C (*or ability to obtain certification within one month of employment)

Preferred:

- Ice Facility Operator (IFO) or Refrigeration Operator (RO) certified
- Building Service Worker certificate
- Pool Operators Certificate II

EXPERIENCE AND EDUCATION:

- Previous experience with general maintenance, janitorial and building repair.
- Demonstrated ability to read and write efficiently.
- WHMIS
- Preferred – ability to work efficiently on computers and with standard business software.
- Completion of a Criminal Record Check with Vulnerable Sector Check
- Class 5 Drivers license with clean drivers abstract
- Ability to work flexible schedule including evenings and weekends.

This seasonal part time position, with no guarantee of weekly hours, is included in the Armstrong Spallumcheen Parks and Recreation Commission Canadian Union of Public Employees, Local 2709 bargaining unit. Hours required will be related to the operations of the parks and recreation department. If you are interested in this position and becoming part of the Armstrong Spallumcheen Parks and Recreation Commission team please submit your

application package (cover letter & resume), in confidence, via email to cherylw@asprd.com. Applications will be accepted on a rolling basis until the position is filled.

Cheryl Wiebe
General Manager

Armstrong - Spallumcheen Parks & Recreation Commission

**Interviews/hiring will take place concurrently with the position being filled as soon as possible. Only those applicants selected will be contacted.*

FOR OFFICE USE ONLY – NOT TO BE POSTED

PARKS & RECREATION POSTING LOCATIONS	
√	Office Staff Room Union Bulletin Board
√	Public Works Union Bulletin Board
√	Public Bulletin Board (Once External Posting)
√	Armstrong Spallumcheen Parks and Recreation Website (www.asprd.com)
√	Township of Spallumcheen Website (www.spallumcheentwp.bc.ca)
√	City of Armstrong Website (www.cityofarmstrong.bc.ca)
√	Secretary of Union (via email – (2709cupe@gmail.com))
√	Other: _____