



Job Posting

Regional District of Central Kootenay
Nelson & District Community Complex

CIVIC OPERATOR

Part-Time

Term—8 Months

Internal

Under the general supervision of the NDCC Operations Supervisor, the Facility Operator – Civic Arena performs building maintenance and janitorial work in the Civic Center Arena building.

Duties include operating ice resurfacing equipment, undertaking and performing limited construction or renovation projects and performing routine janitorial duties. The worker must exercise care in routine dealings with other employees and provide assistance to the public and user groups using the facilities.

REQUIRED TRAINING & CERTIFICATIONS:

- Grade 12 or equivalent
- 1+ years experience in arena operations
- Standard First Aid and CPR
- Valid B.C. Drivers License
- Workplace Hazardous Materials Information System (WHMIS) Certification
- Experience, or knowledge relating to recreational facilities an asset
- Satisfactory criminal background check



REQUIRED KNOWLEDGE, SKILLS & ABILITIES:

- Knowledge of methods, materials, tools, and equipment used in installation, maintenance and removal of an arena ice surface.
- Ability to and maintain reports, logs and records.
- Knowledge of methods, materials, tools, and equipment used in janitorial work.
- Knowledge and ability to perform simple repair and maintenance tasks on buildings and components.
- Knowledge of WHMIS procedures.
- Knowledge of using, handling, and shipping of hazardous chemicals and dangerous goods.
- Ability to perform operational maintenance and servicing duties and repair equipment and machinery.
- Ability to deal courteously and effectively with the public.
- Ability to work with minimal supervision, exercise considerable independence of judgment / action in the operation of equipment.
- Ability to work as a team member and effectively communicate with co-workers and Supervisor.

This is a part-time, union position working up to 25 hours per week with a term of 8 months.

The hourly rate for this position is \$32.57 as per the collective agreement.

This posting along with a detailed job description can be found on our website at www.rdck.ca/jobs.

To apply please complete our online form that can be found here: [EMPLOYMENT APPLICATION](#)

Applications in the form of a resume & cover letter detailing qualifications & experience relevant to the position will be accepted
until 9:00am September 2, 2026.

Thank you for your interest in working with the Regional District of Central Kootenay. All submissions will be acknowledged although only those individuals shortlisted to participate in the interview/testing process will be contacted. This posting may be used to fill other similar positions within the RDCK over the next six months.

For more information contact:
250.352.1515 | or visit rdck.ca/jobs