

CALL FOR PROPOSAL

TOWN OF CANORA

ARENA OPERATOR CANORA CIVIC CENTRE – 711 MAIN STREET CANORA, SK

Sealed proposals for the above noted contract opportunity will be received up to 5:00pm Thursday, September 12, 2019, at the Town of Canora Office 418 Main Street, Box 717, Canora, SK S0A 0L0.

For a detailed description of duties and expectations, please pick up information package at the Town Office or download from:

<https://canora.com/residents/employment-opportunities/>

For more information call the Leisure Services office at 563-6561 or email leisure.canora@sasktel.net.

The Town of Canora reserves the right to reject or accept any proposal for any reason, without explanation, whether arbitrary, unreasonable, or otherwise.

TOWN OF CANORA

CONTRACT ARENA OPERATOR

1. QUALIFICATIONS

- a. Grade 12 Diploma
- b. Arena Operators Level 1 Course
- c. Valid Class 5 Driver's License
- d. Recent criminal record check

2. EXPERIENCE

- a. Ice re-surfacer driving
- b. Proper custodial practices
- c. Public service
- d. Building maintenance

3. SKILLS AND QUALITIES

- a. Organized
- b. Self-motivated
- c. Mechanically inclined
- d. Good communicator
- e. Public relations
- f. Responsible
- g. Good hygiene
- h. Familiarity of thermodynamics

4. SCOPE OF RESPONSIBILITIES

- a. Seasonal contract for typical skating season from October to end of March.
- b. To adapt to a work schedule that varies month to month.
 - i. Data from the last three years show work hours can range from 110 to 230 hrs monthly.
 - ii. Or a seasonal average of 1038 work hours over 6 months of operations (Averaged from the last 3 years).
- c. Adapt to changes in a schedule with short notice. Contact with the Director of Leisure Services on a daily basis for any schedule changes.
- d. List of duties and expectations:
 - i. Installation of ice at beginning of season and scheduled maintenance throughout season.
 - 1. Flooding
 - 2. Painting ice
 - 3. Freezing in lines, creases, and markings
 - 4. Conditioning and shaving ice
 - 5. Edging
 - ii. Scheduled refrigeration room checks.
 - iii. Prepare all areas with the exception of the kitchen for public use.

- iv. Arrive ahead of time before doors open doors to public to ensure facility is ready for operation. Operator must be present in the building at all times the building is open.
- v. The Contractors shall be extensively involved with the public and therefore must display a considerable amount of tact and common courtesy.
- vi. Keep public areas cleaned on a schedule and in between team changeover.
 - 1. Washrooms
 - 2. General Lobby and hallways
 - 3. Dressing Rooms
 - 4. Player benches and penalty box
 - 5. Viewing stands
 - 6. VIP and sound booth area
 - 7. Walls and doors throughout facility.
 - 8. Arena tempered glass
- vii. Maintain control over dressing room keys – responsible for distribution and retrieval of keys from user groups.
- viii. Empty Garbage cans and place in outside container.
- ix. Keep restricted areas (i.e. mechanical rooms) organized and clean.
- x. Organize supplies and inventory.
- xi. Pickup weekly schedules. Post them on bulletin boards.
- xii. Be responsible for supervision of the entire arena to ensure area rules are followed.
- xiii. Be responsible for music played during public skating times.
- xiv. Keeping an eye out for deficiencies with the ice re-surfacer, building, and mechanical.
- xv. Refill empty propane tanks for re-surfacer.
- xvi. Change letters on outside advertisement light board for upcoming events.
- xvii. Snow Removal around all doors and sidewalks.
- xviii. Air quality testing.
- xix. Be responsible to work in conjunction with the Public Works Foreman and/or the Director of Leisure Services regarding the mechanical maintenance of the ice plant and equipment located in the facility.
- xx. Provide the Town with a list of all employees that they shall employ under their direction in carrying out the responsibilities of the contract and further that the Town reserves the right to approve hiring such prospective employees. During peak times or events, extra help will likely be required.
- xxi. Ensure that all persons vacate the facility before closing, allowing adequate time for dispersal of spectators, players, workers, etc.
- xxii. Obtain a policy or policies of insurance to protect themselves, their employees, and/or the Town from any liability or suit arising from or pertaining to the carrying out of this contract by the Contractor in an amount of at least \$1,000,000.00 with the terms of the said policy or policies being first approved by the Town.