



ARENA SUPERVISOR

The Job

The Town of Edson is seeking an experienced Arena Supervisor to join our team at the Edson & District Leisure Centre. This position plays a key role in the daily operations of our arena facilities, ensuring smooth, safe, and efficient delivery of services for all users. From overseeing ice maintenance and equipment setup to coordinating scheduling for hockey, figure skating, and public skating sessions, the Arena Supervisor will lead a dedicated team and uphold the highest standards of customer service and facility care.

The Candidate

The ideal candidate brings hands-on experience in arena operations, including ice maintenance, equipment oversight, and facility scheduling. You are reliable, well-organized, and understand the importance of both safety protocols and delivering quality service to the public. You have a solid track record of supervising staff, coordinating tasks effectively, and keeping facilities running efficiently. You take pride in maintaining a clean, safe, and well-functioning environment that supports a variety of recreational activities and community events. For full details, the complete job description is provided below.

In addition to the above, we require applicants to possess:

- Sound knowledge of buildings and building systems related to arenas and curling rinks (HVAC, electrical, mechanical, building structures, and ice plants)
- Class 5 driver's license with a clear driver abstract
- CPR and First Aid certification (or willingness to obtain)
- Relevant safety training (e.g., WHMIS, Leadership in Safety Excellence, Incident Investigation)
- Physical ability to perform job requirements, including standing, walking, lifting, and working with heavy machinery
- Availability to work evenings, weekends, and holidays as needed.
- Clear Criminal and Vulnerable Sector check required.

About the Town of Edson and our team

Edson's growth over the years is built on the rich natural resources in the region, creating a steady and viable economy now and into the future. Enjoy the vast and beautiful trail system throughout the community, take in some local history at the Galloway Station Museum, explore the great recreation and culture programs offered through our Community Development team, and embrace a lifestyle that lets you reconnect with the things that matter most.

We are looking for the right fit to join our team! At the Town of Edson, every team member takes pride in serving our community. Our success is driven by our core values: Communication, Creativity, Kindness, Respect, and Teamwork. At the Town of Edson, we prioritize culture and finding the right fit. Creating an

environment where people feel supported, valued, and part of something meaningful. We believe that when the environment is right, accountability and high performance naturally follow. If you want to be part



of a team where it's safe to speak up, take risks, and grow together, we'd love to hear how you see yourself as the right fit for the Town of Edson.

What do we offer?

Compensation

The wage range for this position is \$73,900 - \$93,200, per year, however, this is negotiable for the right candidate. Candidate placement within the range during the first six months on the job is dependent on experience and available budget.

Benefits

This position also offers a robust benefits package, which includes:

- A generous vacation package
- A \$400/year Active Living Allowance
- Sunlife benefits through Alberta Municipalities, and
- An excellent defined-benefit pension plan through LAPP

How do you apply?

Please submit your resume and cover letter to the email provided below, quoting competition #EDSOM-202509 by July 20, 2025.

In your cover letter, tell us about how you build relationships, take initiative, prioritize accountability and grow through feedback. Lastly, we'd like to know why this position interests you and what draws you to the Town of Edson.

Applications will be reviewed and interviews scheduled as suitable applicants are identified.

Send your cover letter and resume to:

Email: humanresources@edson.ca

Be sure to quote Competition Number: EDSOM-202509



Position Description
Community & Protective Services
Arena Supervisor

General

Reporting to the Recreation Manager, the Arena Supervisor is responsible for overseeing all operations within the arena facilities at the Edson & District Leisure Centre. This individual is responsible for ensuring the smooth functioning of activities, maintaining safety protocols, coordinating of arena staff, and providing excellent customer service to patrons.

Primary Responsibilities and Authority

Department Operations

- Supervise and coordinate daily activities within the arena, including ice maintenance, equipment setup, and facility cleanliness.
- Prepare and maintain reports, collaborating with the Recreation Manager on policies, procedures, programs, and budget.
- Oversee the scheduling of ice time for various activities, including hockey games, figure skating, and public skating sessions.
- Monitor facility usage and ensure compliance with safety regulations and protocols.
- Oversee the maintenance and repair of arena equipment, including but not limited to ice resurfacers, and HVAC systems.
- Conduct regular inspections of the facility to identify any maintenance issues or safety hazards, coordinating repairs as necessary.
- Maintain inventory of supplies and equipment, ensuring adequate stock levels for daily operations.
- Recruit, train, and supervise arena staff, including ice technicians and maintenance personnel.
- Delegate tasks efficiently, conduct regular performance evaluations, and ensure staff certifications are current.
- Conduct regular inspections of the facility to identify any maintenance issues or safety hazards, coordinating repairs as necessary.
- Serve in an assigned capacity during a disaster response.
- Perform additional related duties as assigned by the Recreation Manager.

Human Resources, Team Management, and Leadership

- Foster a team environment that inspires hard work, dedication, collaboration, and fun supporting a positive organizational culture.
- Daily supervision of Arena Staff including but not limited to scheduling and timecard approvals.
- Responsible for maintaining a working environment that includes integrity, trust, and respect in accordance with Town policies.
- Responsible for the discipline of Arena Staff, while ensuring to work within the parameters of a unionized environment.
- Manage staff daily work plans, department programs, and projects to ensure the efficient delivery of services.
- Provide recommendations to the Recreation Manager regarding the organizational structure and staffing of the Department.



Financial and Budgetary

- Assist the Recreation Manager with recommendations and manage the Department's 3-year operating budget.
- Ensure that all procurement is completed in accordance with the approved budget, Town policies, and other regulatory requirements.
- Practice fiscal responsibility in pursuing alternative sources of funding for department projects to offset the reliance on public funds. (i.e. grants)
- Monitor and report on financial aspects related to arena operations.
- Authorize purchases and accounts within assigned limits.

Policy Development/Administration

- Understanding the role within adopted policies, procedures, and bylaws and ensuring they are followed in decision-making and in the delivery of services.
- Oversee administrative tasks related to policies, procedures, and programs.

Public Relations

- Implement communication protocols for projects and services to ensure timely messaging to the public.
- Implement strategies to enhance guest satisfaction and loyalty.
- Respond to the public's concerns and complaints in a timely and tactful manner, and in accordance with Town policies and bylaws.

Health and Safety

- Actively participate in Formal Workplace Inspections in area of responsibility.
- Review pertinent Hazard Identification, Assessment, and Control worksheets on an annual basis as required by the Municipal Health and Safety Program.
- Advise the Recreation Manager of all Health and Safety concerns.
- Ensure that all Safe Work Practices and Procedures are followed.
- Act upon all reports of any unsafe conditions, potential work hazards, or incidents.
- Enforce safety policies and procedures to ensure the well-being of guests and staff members within the facility.
- Stay updated on industry standards and regulations related to arena operations, implementing changes as needed to maintain compliance.
- Conduct regular safety drills and training sessions for staff members to promote a culture of safety awareness.

Qualifications

Core Competencies

- Arena Operations Level I & II (or working towards completion)
- Building Maintenance I & II (or working towards completion)
- Strong leadership and interpersonal skills (3+ years of related work experience)
- Minimum 3 years experience in a supervisory or manager-level position.
- Excellent organizational and time management abilities



Job Requirements

- Sound knowledge of buildings and building systems related to arenas and curling rinks (HVAC, electrical, mechanical, building structures, and ice plants)
- Class 5 driver's license with a clear driver abstract
- CPR and First Aid certification (or willingness to obtain)
- Relevant safety training (e.g., WHMIS, Leadership in Safety Excellence, Incident Investigation)
- Physical ability to perform job requirements, including standing, walking, lifting, and working with heavy machinery
- Availability to work evenings, weekends, and holidays as needed.
- Clear Criminal and Vulnerable Sector check required.

Alternative combinations of education and experience which demonstrably provide the required knowledge and skills may be eligible in certain circumstances.

Working Conditions

The following conditions can be consistently expected in this position.

Physical	Cognitive	Logistical
<input checked="" type="checkbox"/> Safety-Sensitive Work <input checked="" type="checkbox"/> Extreme Heat or Cold <input checked="" type="checkbox"/> Heavy Lifting <input checked="" type="checkbox"/> Working at Heights <input type="checkbox"/> Working in Confined Spaces <input checked="" type="checkbox"/> Working Outdoors <input checked="" type="checkbox"/> Office Environment <input checked="" type="checkbox"/> Physically Strenuous Work <input checked="" type="checkbox"/> Hazardous Material Handling <input checked="" type="checkbox"/> Repetitive Tasks	<input checked="" type="checkbox"/> Stressful Situations <input checked="" type="checkbox"/> Frequent Multitasking <input checked="" type="checkbox"/> Fast-Paced Environment <input checked="" type="checkbox"/> Minimal Supervision <input checked="" type="checkbox"/> Difficult Conversations <input checked="" type="checkbox"/> Frequent Change <input checked="" type="checkbox"/> Confidential Situations	<input checked="" type="checkbox"/> Computer Operation <input checked="" type="checkbox"/> Variable Hours <input checked="" type="checkbox"/> Long Hours <input type="checkbox"/> Multiple Work Locations <input type="checkbox"/> Remote Working Conditions <input checked="" type="checkbox"/> After-Hour Meetings