

JOB POSTING

Position: Civic Centre Attendant (2-year Temporary Assignment)

Summary of Responsibilities:

The Civic Centre Attendant is responsible for ensuring the overall operational/maintenance requirements of all components/areas for municipal Parks and Recreation Facilities (Indoors and Outdoors). As well, the individual must fully comply with the duties and responsibilities outlined in this job description. As well as any other duties as assigned by the Lead Hand of the Department Active Living and Culture, the Manager of Active Living and Culture or designate.

Required Knowledge, Skills and Abilities:

- Education – High School Graduate or equivalent.
- Valid New Brunswick Class 5 driver's license or equivalent from another province.
- Relevant/Related experience. Experience with general maintenance is an asset.
- Strong Organization, Communication and Teamwork skills are required.
- A certified trade could be an asset
- Ability to understand and carry out verbal and/or written instructions efficiently and effectively.
- Must be able to work in a team environment.
- Must have good communication and customer service skills to work with public on a regular basis.

Applicants will be required to take an appropriate test to demonstrate their proficiency of the required qualifications and skills necessary to perform the required job duties.

Job Description: Attached

Hours of work: As per CUPE Local 1188 Collective Agreement

Wage rate: As per CUPE Local 1188 Collective Agreement

Important Information: This position may become a permanent, full-time position within the two-year temporary assignment

Deadline for applications:

March 13, 2026

Interested candidates are invited to submit a resume and cover letter to:

employment@TantramarNB.com

RE: Civic Centre Attendant (2-year Temporary Assignment)

We thank all applicants for their interest but only those candidates selected to proceed will be contacted.

Dated: February 23, 2026

VISION

Uniquely connected: Live here, learn here, grow here.

MISSION

Fostering a connected, creative community that thrives in harmony with nature, innovation and inclusivity.

VALUES

Creativity, Sustainability, Leadership, Integrity, and Safety.



Tantram
NEW BRUNSWICK

Civic Centre Attendant

Job Description

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Department:	Active Living & Culture
Job Title:	Civic Centre Attendant
Reports to:	Civic Centre Lead Hand and/or Manager of Active Living & Culture (or designate)
Effective Date:	February 24, 2026



Position Description

CIVIC CENTRE ATTENDANT

1. IDENTIFICATION

- | | | |
|-----|------------------------|---|
| 1.1 | Organization: | Tantramar |
| 1.2 | Department: | Active Living & Culture |
| 1.3 | Job Title: | Civic Centre Attendant |
| 1.4 | Immediate Supervisor: | Civic Centre Lead Hand and/or Manager of Active Living & Culture (or designate) |
| 1.5 | Date of Last Revision: | February 24, 2026 |

2. GOALS OF THE POSITION:

The Civic Centre Attendant ensures that proper operational/maintenance work is completed to acceptable levels as directed by the Manager of Manager of Active Living and Culture, Lead Hand or designate of the Department of Active Living and Culture, on all areas of the parks and recreation facility operations (both indoor and outdoor facilities)

3. TASKS AND RESPONSIBILITIES:

3.1. Summary of Responsibilities

The Civic Centre Attendant is responsible for ensuring the overall operational/maintenance requirements of all components/areas for municipal Parks and Recreation Facilities (Indoors and Outdoors). As well, the individual must fully comply with the duties and responsibilities outlined in this job description. As well as, any other duties as assigned by the Lead Hand of the Department Active Living and Culture, the Manager of Active Living and Culture or designate.

3.2. Tasks Profile

- Maintain the day-to-day operational requirements of all facilities under the Department of Active Living and Culture.



Position Description

- Perform all duties related to park facilities including, but not limited to, mowing grass, weeding, garbage pickup, pruning, fertilizing, lining, trimming, some carpentry, some plumbing, janitorial duties in all facilities when required, etc.
- Assist with maintaining flower beds, planters, flower baskets, flower boxes, trees, shrubs, trails, playgrounds, sports fields, and all other areas maintained by Tantramar.
- Assist with maintenance, installation, and removal of banners, flower baskets, flowerboxes/pots and any other duties assigned by the Manager of Active Living and Culture or designate.
- Complete thoroughly and in a very timely manner all inspection reports; daily maintenance logs, and all other required written reports as directed.
- Maintain a high-quality ice surface under the direction of the Lead Hand or designate.
- Obtaining a working knowledge of all existing systems within the building and surrounding property. i.e. electrical, mechanical, refrigeration, security, and ice maintenance to ensure uninterrupted service.
- Maintaining a safe and clean ice surface area including glass, boards, penalty box, player's benches, Zamboni and storage areas.
- Check and clean dressing rooms after each ice rental.
- Inspect all bathrooms, dressing rooms, and public spaces and clean as required.
- Always ensure a safe environment for all users and tenants.
- Removal of all garbage from the TVMCC at the end of each shift.
- Maintain a cordial working relationship with all users and tenants of the facilities to ensure customer satisfaction.
- Ensure the building is empty; all doors are closed and locked and the security alarm properly set before exiting the building at the end of a work shift.
- Always carry a cordless phone to ensure accessibility to staff, facility users and general public apart from when operating the Zamboni.
- When witnessed, identify people who display unacceptable and damaging behaviour in recreation facilities.
- Thoroughly complete damage and/or incident reports in a timely manner to provide pertinent information to the Manager of Active Living and Culture or designate.
- Assist in the removal of snow and ice, application of sand, and/or any other winter maintenance required at all Recreation facilities and assigned parks to always provide safe and clear access.
- Assist with all special events taking place in any recreation facility as required.
- Sharpen skates as required.
- Refer all ice rental requests to the Active Living and Culture office (except same day or walk on rentals).
- Handle and secure payment and create legible receipts for all same day/walk on rentals, and evening/weekend skate sharpening.



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- Perform other duties as assigned by the Civic Centre Lead Hand and/or Manager of Active Living and Culture or designate.

3.3. Working Conditions

- All work will be performed at the Tantramar Veterans Memorial Civic Centre and all other Active Living and Culture sites within Tantramar.
- Must be able to work outside in all weather conditions.
- Must be able to work shift work.
- Must be able to work with minimal supervision.

4. LEVEL OF AUTHORITY

Reports to the Civic Centre Lead Hand and/or Manager of Active Living & Culture (or designate).



5. POSITION REQUIREMENTS

5.1. Education and Experience

- Education – High School Graduate or equivalent.
- Valid New Brunswick Class 5 driver’s license or equivalent from another province.
- Relevant/Related experience. Experience with general maintenance is an asset.
- Strong Organization, Communication and Teamwork skills are required.
- A certified trade could be an asset.



Position Description

5.2. Relate Knowledge and Skills

- Ability to understand and carry out verbal and/or written instructions efficiently and effectively.
- Must be able to work in a team environment.
- Must have good communication and customer service skills to work with public on a regular basis.
- Ability to read, write, and adequate comprehension/retention skills.
- Knowledge of and ability to operate tractors, mowers, trimmers, tillers, Zamboni, ice edger equipment, as well as a variety of hand tools.
- A certified trade could be an asset.

5.3. Training

- Must be trainable in First Aid and CPR.
- Must be trainable in WHMIS.
- Must be bondable.
- Completion of the necessary Arena Operations Certification Courses in a timely manner is mandatory. Training will be provided.

6. HOURS OF WORK

As per CUPE Local 1188 Collective Agreement

7. APPROVAL OF THE POSITION DESCRIPTION

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Approved by:

Title:

Date:
