

## **JOB POSTING**

### **Facilities Operator**

**Position Title:** Facilities Operator  
**Position Term:** Full Time  
**Location:** Vaughan, Ontario  
**Reports To:** Supervisor Facilities and/or  
Director, Facilities & General Manager Zanchin Automotive Soccer Center

#### **Background:**

Founded in 1901, Ontario Soccer is currently comprised of more than 500 Clubs servicing over 24,000 teams with 380,000 registered players, 70,000 coaches and managers, and 6,000 match officials, as well as countless volunteers, parents and supporters encompassing a direct, multi-cultural community of over 1,000,000 Ontarians.

Ontario Soccer develops and delivers exceptional and sustainable programs and services throughout Ontario with the mission of providing leadership and support for the advancement of soccer in collaboration and cooperation with our member District Associations, partners and other stakeholders. Ontario Soccer owns and operates the Zanchin Automotive Soccer Centre in Vaughan, Ontario as well operating the Ontario Player Development League (OPDL); the province's premier standards-based youth development program, as well as "Team Ontario", Ontario Soccer's provincial Xcel program. Ontario Soccer proudly supports Canada Soccer's National Teams, the Canadian Premier League and Toronto FC.

The overall objective of Ontario Soccer as a hub for Coach, Match Official and Player Development is to be innovators and leaders in sport and to assist with the equitable development of soccer as a healthy lifestyle choice, provide a talented pathway for participants to excel and encourage inclusive community involvement at all levels.

#### **Position Summary:**

Reporting to the Supervisor Facilities and/or Director, Facilities & General Manager Zanchin Automotive Soccer Center, the successful candidate will be a self-starter who has strong interpersonal skills and a desire to be a member of a team. Responsibilities will focus primarily on the safe operation of the Ontario Soccer Centre, creating a welcoming environment for its guests, and ensuring high standards for cleanliness are maintained throughout the year.

## Primary Duties and Responsibilities:

- Report directly to Facility Supervisor and/or Director Facilities.
- Constant communication with Manager Facilities Administration as well as Coordinator Facilities Administration to ensure field bookings are confirmed and status of operations is known
- Responsible for the physical condition of the entire Ontario Soccer Centre site, including indoor and outdoor playing fields, parking lot, change rooms, corridors, washrooms, restaurant and office/tenant areas.
- Responsible for ensuring building is accessible on a daily basis.
- Assist patrons with general building information
- Assist clients with rental information
- Assist contractors and delivery personnel in the execution of their duties.
- Assist in and follow the implementation of the Policies and Procedures of Ontario Soccer

## Qualifications and Experience:

- Strong knowledge of janitorial duties and responsibilities.
- Understanding of general building maintenance.
- Proven excellence in work habits and ability to work with minimal supervision.
- Ability to work well with colleagues and with great initiative and energy.
- Self-starter willing to take initiative and work independently.
- Ability to work flexible hours, evenings, weekends and holidays.
- Strong interpersonal, leadership and team building skills; ability to manage and resolve conflicts.
- Computer literacy with Microsoft Office (Excel, MSWord and PowerPoint).
- Excellent written and oral communication skills; ability to liaise effectively with the public, elected officials and community groups.
- Working knowledge of general building maintenance systems (electrical, HVAC, plumbing);

**Note: This job description indicates the general nature and level of work expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. The incumbent may be asked to perform other duties, which are assigned from time to time.**

**Please submit your cover letter and resume (with Facilities Operator in the subject line) to:**

[jobs@ontariosoccer.net](mailto:jobs@ontariosoccer.net)

**Submission Deadline: Friday April 19, at 5:00 pm**

We thank all applicants for their interest, however, only those selected for an interview will be contacted.