

<b>Job Title:</b> Facility Maintenance Worker	<b>Department:</b> Recreation Operations
<b>Department Manager:</b> Manager of Sports Centre Operations	<b>Updated as of:</b> October 2013

**JOB SUMMARY:**

The Facility Maintenance Worker operates within the programming schedule, resurfaces ice, maintains mechanical systems (ice plant, pool, HVAC), performs scheduled and preventative maintenance, maintains and repairs equipment, upkeeps the grounds and sidewalks, cleans the stands, floors, washrooms, change rooms, referee rooms, common areas, and meeting rooms, performs general sanitation, responds to emergencies, and generally keeps the facilities safe and fit for operations. Duties may vary between facilities.

**MAJOR DUTIES AND RESPONSIBILITIES:**

- Perform ice maintenance duties including the installation and removal of arena ice and safe use of ice making equipment for flooding, shaving, and edging of ice
- Monitor, check, and control arena refrigeration plant, pool circulation, filtration and heating systems, and facility equipment including compressors, pumps, filters, fans, motors, etc.
- Perform a variety of building cleaning functions including washing/scrubbing floors, disinfecting washrooms, change rooms, pool decks, cleaning public areas, windows, plexi-glass and replenishing supplies
- Perform a variety of building repairs and maintenance tasks including painting, general carpentry, plumbing, and minor electrical repairs
- Perform general ground maintenance activities such as snow and ice removal, parking lot and sidewalk maintenance, grass cutting, edging, weeding and general clean-up of debris
- Set up and take down facilities for special events, scheduled programs, and user groups
- Perform safety and security check of facilities and opening and closing facility duties
- Respond to routine inquiries and provide assistance to user groups and the public
- Prepare incident reports, maintain records and log books
- Use CLASS facility booking system to ensure that the facility is ready for user groups
- Collect and receipt unscheduled user payments. Rent skates as required
- Designated first aid attendant for staff

- Respond to emergency situations
- Enforce facility rules consistently, tactfully, safely, and promptly
- Attend all in-service training sessions
- Perform other related duties as required

### **REQUIRED EDUCATION AND EXPERIENCE**

- Grade 12 graduation
- Minimum one year of directly related experience

### **REQUIRED LICENCES, CERTIFICATES AND ASSOCIATION MEMBERSHIPS**

*(required for acceptance into this position)*

- Current criminal record clearance
- The incumbent is required to provide a satisfactory criminal record check in order to work in this position and is required to report to their supervisor any criminal charges laid against them that may be related to their employment in this position.
- BC Safety Authority Refrigeration Operators certification
- As condition of employment, the incumbent without this certification must obtain it within six months of being in the position.
- Current Standard First Aid
- Valid BC driver's license
- WHMIS Certification and/or Training
- Pool Operator Level I and II (required for positions at Comox Valley Aquatic Centre)

### **PREFERRED ADDITIONAL QUALIFICATIONS**

- Building Service Worker Certificate – Level I or equivalent
- Refrigeration Safety Awareness
- Ice Facility Operator
- Pool Operator Level I and II (preferred for positions at Comox Valley Sports Centre)

### **JOB KNOWLEDGE, ABILITIES AND SKILLS**

- Knowledge of arena ice making and maintenance methods and procedures
- Working knowledge of the operation and maintenance of arena refrigeration plant, swimming pool filtration, and heating and ventilation systems
- Basic knowledge of pool and hot tub operations and maintenance and the measurement and handling of chemical purification additives
- Working knowledge of building maintenance, building cleaning, and the building trades such as carpentry, plumbing, and painting
- Mechanical aptitude and skills in general building maintenance and repairs
- Ability to perform all cleaning duties
- Ability to operate and maintain a variety of specialized tools and equipment

- Ability to operate computer and use MS Word and Outlook and other applications related to the work such as CLASS program

**CORE KNOWLEDGE, ABILITIES AND SKILLS**

- Working knowledge of Comox Valley Regional District and sports and aquatic centre policies and procedures
- Ability to work safely and effectively without direct supervision and adhere to work procedures and safety regulations
- Ability to establish and maintain effective, cooperative, and respectful working relationships with coworkers, management, and general public
- Ability to provide excellent customer service in a professional and courteous manner
- Ability to work accurately with attention to detail
- Strong communication, decision making, and problem solving skills
- Ability to maintain standards of conduct
- Ability to effectively carry out oral and written instruction
- Ability to cope with interruptions and meet multiple demands and priorities in a busy fast paced environment while maintaining a positive customer service attitude
- Ability to maintain composure under stressful situations and handle emergency situations
- Ability to handle conflicts effectively and enforce facility policies
- Maintain work-related qualifications
- Physically capable of performing duties safely and effectively
- Ability to work shift work including days, evenings, weekends, and holidays

**EMPLOYEE SIGNATURE**

This is to certify that I have read this job description:

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Print Name

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Signature

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Date