

TOWNSHIP OF ASHFIELD-COLBORNE-WAWANOSH JOB DESCRIPTION

Position Title:	Facility Operator & Parks Maintainer - Lucknow
Department:	Lucknow District Recreation
Report to Title:	Facility Manager / Recreation Co-ordinator

Position Details

Position Status:	Full Time
Pay Method:	Hourly
Normal workweek:	40 hours
Overtime status:	Overtime after 44 hours
Full Benefits:	Yes

General description (overview) of position:

1. Scope of Position:

Operates and maintains the Lucknow and District Sports Complex (including Tourist office), pool, grounds, park areas, ball diamonds and Kinsmen soccer fields.

2. Key Responsibilities:

Facility Maintenance

- (a) Maintains and operates refrigeration plant (compressors and condensers), completing scheduled checks, logging.
- (b) Checks controls and equipment for malfunction, lubricating, cleaning and recording necessary readings.
- (c) Assists with the installation, conditioning, maintenance and removal of the ice surface.
- (d) Completes minor mechanical maintenance and repairs on buildings and equipment. Completes minor repairs to facilities such as repairing locks, patching drywall and painting a variety of surfaces.

- (e) Completes minor plumbing (leaks) and electrical repairs (replacing plugs).
- (f) Performs preventative maintenance, minor repairs on equipment and facility.
- (g) Assists with the opening and closing of the outdoor pool which includes vacuuming, flushing systems and filling with water.
- (h) Washes, sweeps, scrubs and polishes a variety of surfaces such as floors, benches and walls.
- (i) Is a certified Ice Technician (CIT) and keeps up to date on refrigeration and safety plant requirements as established through the Ministry, Ontario Recreation Facilities Association (ORFA) technical safety standards (TSSA) and Occupational Health & Safety and troubleshooting problems in accordance with established procedures.
- (j) Maintains adequate supplies such as paper towels, toilet tissue and cleaning supplies and advises supervisor of additional resources if required.
- (k) Follows and enforces safety and security procedures.
- (l) Maintains exits and entrances in a clean and safe manner, free from obstructions.
- (m) Sets up tables and chairs and cleans up for all functions.
- (n) Collects garbage.
- (o) Ensures the health, safety and security of facility users and provides crowd control including escorting and requesting spectators to leave.

Parks Maintenance

- (a) Maintains ball diamonds, playgrounds and soccer fields, cutting grass, lining fields and collecting garbage.
- (b) Maintains grounds in a clean and safe manner such as grass cutting to all parks and municipal owned buildings (the Sports Complex, pool).

- (c) Maintains all parks in a clean and safe manner, which includes flower bed maintenance, picking up litter and general repairs and maintenance.
- (d) Inspects parks, grounds and equipment and performs preventative maintenance and minor repairs.

A – SKILLS

1. Knowledge – Education and Experience

Education and training

Minimum education required:

- Must have obtained Secondary School Diploma

Minimum formal training required:

- Minimum Certified Ice Technician, Park Technician, Pool Technician.
- Knowledge of applicable acts, legislation, regulations, i.e. WHIMIS, Occupational Health and Safety Act, Play Space Equipment Standards Act, TSSA, ORFA, standard First Aid.

Work Experience

Minimum number of years of related work experience necessary to achieve proficiency on the job:

- Two years working experience in a related area
- Two years working knowledge of basic refrigeration and HVAC systems to operate, maintain ice making equipment, putting in, maintaining, conditioning and taking out ice in arena.

Other Key Skills Necessary to Achieve Proficiency On the Job

- (a) Excellent working knowledge regarding building maintenance, property maintenance and record keeping.
- (b) Some analytical skills to deal with budget projections, engineering calculations, machine specifications and safety conditions.
- (c) Ability to operate large equipment and vehicles as required for the parks and recreation department, such as Olympia, loaders, floor scrubbers, chain saws, lawn maintenance equipment, and emergency equipment, etc.

- (d) Ability to use power tools.
- (e) Some knowledge of designing layout, setting quality standards, determining safety thresholds, making resource allocation choices on a daily basis, deciding details to be communicated.
- (f) Knowledge of temperature and weather characteristics effect on ice.
- (g) Working knowledge of all aspects of the Parks and Recreation Department.
- (h) Ability to communicate, listen and explain effectively. Able to be tactful and sure of facts when dealing with public concerning complaints.
- (i) Must have highly developed sensory skills such as hearing, sight, touch and smell to detect gas leaks at Arena, vehicle emissions, monitor machine performance, detect safety alarms, judge quality of ice, read signs, detect visual differences and mechanical problems.

2. Decision Making

- (a) Complexity of decisions: Low
- (b) Nature & number of alternative solutions to chose from. Is research of alternatives required? Some
- (c) Degree of responsibility for unusual problems: Low
- (d) Degree of independent action and judgment: Low
- (e) Decisions represent those of department: No
- (f) Degree of responsibility for policy development: Low

3. Communication – Written, verbal and interpersonal

Internal Contacts

Reeve and Council: No

Managers: 1 – Facility Manager / Recreation Coordinator

Non management staff: Facility & Parks Maintainer

External Contacts

General Public: Yes

Other external contacts: Yes

Number and frequency of contacts requiring regular communication within the organization: Occasional

Complexity of the type of information communicated & requested within the organization: Occasional

Number and frequency of contacts requiring regular communication outside the organization: Low

Complexity of the type of information communicated and requested outside the organization: Low

Represents municipality at functions: No

B – EFFORT (Duration and Intensity)

1. Mental Effort – Concentration and attention, complexity & analysis required, and mental fatigue.

(a) Approximate % of work day requiring periods of concentration to complete duties satisfactorily:

(l) 46-60%

(b) Amount of mental fatigue:

(l) medium

2. Physical and Manual Effort – Manual dexterity, complexity, volume of work, sensory requirements and physical fatigue.

(a) Approximate % of work day requiring periods of physical effort to complete duties satisfactorily:

(l) 61-75%

(b) Amount of physical fatigue:

- (l) Medium

C – RESPONSIBILITY

- 1. Program Delivery - Contact with the public, public relations, accountability, accuracy, consequence of errors, degree of independence in development/evaluation of programs/services, responsibility for of policies & procedures, responsibility for planning.**

(a) Programs/services are delivered as follows:

- (l) Delivers programs and services within the established guidelines.

(b) Contact with the public is:

- (l) limited

(c) Responsibility for development and evaluation of programs/services:

- (l) none

- 2. Human Resources – Personnel policies and procedures, supervision, health & safety, training.**

(a) Number of direct reports to this position: none

(b) Supervision/coordination of the work of other employees:

- (l) never

(c) Provides informal training/instruction to other employees:

- (l) never

(d) Responsibility for hiring, discipline, motivation, training, performance review etc.: no

(e) Involvement with HR function for municipality including overall policies, procedures, personnel files etc:

- (l) none

- 3. Material and Information Resources – Equipment, property, data records and software, confidentiality.**

- (a) Responsibility for storage and maintenance of material or information:
 - (l) That is routine and non-confidential
- (b) Involvement in purchasing:
 - (l) Gives input into purchasing decisions.
- (c) Responsibility for using and maintaining equipment:
 - (l) Responsible for ensuring proper equipment maintenance.
- (d) Responsibility for policies and procedures relating to material and information resources:
 - (l) Complies with policies and procedures.

4. Financial Resources – Budgets, treasury, accounting and confidentiality.

- (a) Involvement in financial matters:
 - (l) Little or no involvement with financial matters
- (b) Budget/spending authority:
 - (l) Some spending authority

D. WORKING CONDITIONS

1. Physical Environment – Physical surroundings and hazards.

- (a) Physical environments:
 - (l) Interruptions can occur
- (b) Exposure to hazards:
 - (l) Disagreeable elements in the work environment include chemical residues, odours and fumes.

- (c) Risk of injury:
 - (I) Potential of injury is present.
 - (II) Use of sharp tools is required.
 - (III) Lifting is required.

2. Mental Environment – Interruptions, dealing with public, deadlines, control of work schedule, monotony, social disruption.

- (a) Number of interruptions:
 - (I) some
- (b) Contact with public:
 - (I) Interaction may occur when dealing with public concerns relating to Parks and Recreation.
- (c) Deadlines:
 - (I) Few & assigned tasks can be completed in a day
- (d) Overtime:
 - (I) occasionally
- (e) On call:
 - (I) Will be on call for periods of time to respond to emergency situations.

Facility Manager / Recreation Co-ordinator Approval

I have reviewed the above job description and agree it is accurate and complete.

Supervisor _____ Signature _____ Date _____

Staff Approval

I have reviewed the above job description and agree it is accurate and complete.

Staff Name _____ Signature _____ Date _____