

JOB DESCRIPTION

CITY OF
ST. CATHARINES

		Employee Group	CUPE Local 150
Job Title	Facilities Maintenance (uncertified)	Pay Group	5
Department	Recreation and Community Services (RCS)	Division	RCS Operations
Supervised By	Supervisor of Recreation Facilities	Directs	

SUMMARY OF DUTIES:

Responsible for ensuring an excellent experience for visitors to the facility and city parks by maintaining a clean and safe facility/park as well as a high quality ice surface and perform scheduled activities outlined on the facility activity schedule..

DUTIES AND RESPONSIBILITIES:

(These set out the principal functions of the position, and shall not be considered as a detailed description of all the work requirements.)

1. Monitor the ice surface, facility and city parks for hazards, damage, vandalism, dangerous situations and graffiti.
2. Perform ice maintenance activities, which include but are not limited to flooding, building, edging, shaving, removing and installing the ice surface.
3. Perform general maintenance to the facility and equipment.
4. Inspect the refrigeration plant and document readings in appropriate log books, including Ice Measurements and Refrigeration Ice Rink Log book. Other log books will be added as needed to ensure proper documentation and increase our ability to ensure a safe environment for our customers.
5. Perform custodial maintenance activities according to City standards and cleaning cycles, which include but are not limited to dusting, sweeping, mopping, washing and cleaning various rooms, hallways, passageways and fixtures inside and outside of the facilities.
6. Test pool water and record in appropriate log book. Based on results adjust chemical levels to ensure health regulations are in compliance and record in log book. Vacuum pools according to schedule. Check pool facility for damage/vandalism and ensure appropriate follow up actions. Deliver maintenance and cleaning supplies to the pool as needed.
7. Perform special event preparation and tasks essential to efficient implementation of the event.

8. Operate equipment: ice re-surfacer, trucks, and tractors with attachments, mowers and other landscape and snow removal machinery.
9. Provide reasonable duty of care to all people, colleagues and staff you supervise, work for or legitimate users who partake in city services within the facilities entrances and exits as well as security of entire facility.
10. Provide excellent customer service. Prompt and professional response to customer requests. Answer inquiries from the public regarding various topics such as facility hours of operation, directions to facility services and complaints. Anticipate needs of customers and ensure positive experience while abiding by Corporate policies and procedures. Ensure that the appropriate department uniform is worn at all times, displaying a professional public image.
11. Follow the policy and procedures outlined in the facility and parks operations manual. Report any breach or suspected breach of City policy to the appropriate contact and assist in completing all facility related reports.
12. Assist the Facilities Maintenance (uncertified) staff with requirements / training to become certified.
13. Ensure equipment is safe to operate, securely stored and practice good housekeeping of vehicle and work area.
14. Provide excellent customer service; respond to needs of all customers and staff as required.
15. Efficiently and accurately complete paperwork (e.g. daily performance logs, time sheets and accident reports).
16. Perform other similar and related duties as required.

POSITION REQUIREMENTS:

- Grade 12 Diploma or General Educational Development (GED) Certificate.
- Valid - Standard First Aid / CPR C Certification as recognized through the Workplace Safety and Insurance Board (WSIB).
- Valid, unrestricted Class "G" driver's licence held in good standing. "DZ" licence preferred.
- Formal training and experience with the Occupational Health and Safety Act in particular as it relates to maintenance and construction activities (e.g. Personal Protective Equipment (PPE), fall arrest, trench safety).
- A demonstrated commitment to enhancing a safety culture. Knowledge of City of St. Catharines safety policies preferred.
- Demonstrated knowledge of the Ontario Traffic Manual with emphasis on Book 7 preferred. Ability to safely set up traffic control in work zones during roadway or utility construction and maintenance operations.

- Ability to meet the physical demands of the job as described in the physical demands analysis (PDA).
- Availability to work flexible hours (e.g. working shifts for a 7 day, 24 hour operation, overtime, winter control).
- Effective time management skills and attention to detail with the ability to organize work to meet deadlines, multi-task and work independently in situations with minimal supervision.
- Exceptional customer service skills with a strong sense of public service and cooperation, and well developed abilities to deal with the public and citizens' groups.
- Basic computer skills, experience with Microsoft Office Suite an asset.

Approved by:

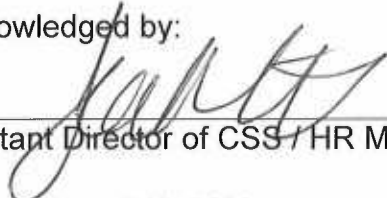


Director of Recreation and Community Services

OCT. 18 / 13

Date

Acknowledged by:



Assistant Director of CSS / HR Management

OCT 28 / 13

Date

Revised August 13, 2013