

Job Description

General Maintenance Operator

Job Title:	General Maintenance Operator
Job Type:	Full-time; Salary
Reports To:	Facilities and Maintenance Manager

Job Purpose

The General Maintenance Operator is responsible for performing day-to-day maintenance in the district to ensure a safe, clean, healthy and attractive environment.

Duties and Responsibilities

Following are the primary job duties and responsibilities of the General Maintenance Operator. The following statements are intended to describe the nature and level of work being performed but may not be an exhaustive list of all the duties and responsibilities required for the position. Other duties and responsibilities may be assigned by the Facilities and Maintenance Manager.

1. Makes and maintains ice for the Civic Centre and maintains arena facilities.

- Under the direction of the Facilities and Maintenance Manager, prepares the facility for ice making and coordinates initial ice making process and ice painting.
- Operates and maintains the Zamboni, ensuring a daily checklist is completed.
- Measures ice thickness, inspects and repairs boards, and other items as per daily checklist.
- Prepares the ice surface in accordance with an event schedule as provided by the Recreation department.

2. Provides maintenance for all District facilities.

- Works collaboratively with other staff to conduct work efficiently, effectively and in a manner that optimizes available resources.
- Performs routine maintenance services and repairs.
- Performs a security check of facilities and ensures they are locked and secured when not in use.
- Ensures all tools and equipment used while performing duties are kept clean and well-maintained and stored in a safe and secure location.

3. Performs ground maintenance.

- Performs routine groundskeeping and maintenance tasks for all municipal outdoor facilities.
- Performs all lawn care and maintenance functions including mowing, trimming, sodding and seeding, planting as well as weed removal, tree and shrub pruning and care, watering of flower beds and baskets as required.
- Regularly removes all litter and garbage from municipal facilities and sites.
- Maintains recreational playing fields, parks and walking trails.
- Performs maintenance and repairs to playground equipment to ensure safety for users.
- Regularly inspects all facilities while working in the area, and reports to the Facilities and Maintenance Manager any damage due to usage, weather conditions, vandalism or other causes.
- Assists with other duties that include sweeping of facility walkways and entrances.
- Shovels snow from facility entrances, steps and sidewalks in winter and takes measures to ensure facilities are accessible and safe.

4. Performs other general tasks as requested.

- Provides general maintenance services to all facilities within the municipality.
- Responsible under the direction of the Facilities and Maintenance Manager for the set-up and take-down of items for municipal functions, including helping with furniture and equipment, carrying supplies, arranging decorations, etc.
- Completes pool maintenance duties as directed.
- Performs maintenance duties as directed.
- Provides all other manual labor services for various assignments.

Qualifications

The minimum qualifications required to successfully perform the job are as follows:

- High School graduation.
- 1-3 years of experience in providing ice maintenance, building maintenance or grounds-keeping services.
- Valid New Brunswick driver's license Class 5.
- An equivalent combination of education and experience may be considered.

The following job certifications, diplomas or memberships are also required to perform the job:

- Standard First Aid and CPR Certificate.
- WHMIS (Workplace Hazardous Materials Information System) Certificate.

Knowledge, Skills and Abilities

The following knowledge, skills and abilities are required:

- Knowledge of general ice-making duties.
- Knowledge of maintenance of a community and similar facilities.
- Knowledge of any relevant policies, procedures, rules or regulations, including Occupational Health and Safety regulations.
- Skill in the use of small tools and operation of equipment used in performing ice-making, maintenance and groundskeeping tasks.
- Client service orientation, including the ability to consistently be friendly and helpful and respond appropriately to their inquiries, requests and complaints.
- Effective communication skills, including the ability to listen actively and respond verbally in a manner that is clear and respectful.
- Attention to detail and ability to maintain high standards in order to ensure a clean, safe, healthy and attractive environment.
- Flexibility, including the ability to adapt to and work effectively within a variety of situations and with various individuals or groups.
- Planning and organizational skills, including the ability to prioritize work, manage multiple demands, meet tight deadlines, remain calm during crises, respond constructively and support others in challenging situations.
- Teamwork and relationship-building skills, including the ability to establish and maintain effective working relationships with peers, residents, contractors/suppliers, business representatives and other stakeholders.

Working Conditions

The position requires the incumbent to work irregular hours. Duties are often performed in a busy public area, and it may cause an ongoing challenge to keep the facility maintained. Stress may be experienced as a result of encounters with rude, angry or displeased patrons. There are times the incumbent may face stress due to the need to manage multiple requests and demands and complete tasks within tight deadlines. Assistance to other staff may be requested, from time to time, and may be faced with frequent interruptions and the constant need to shift priorities. The incumbent is required to use tools and operate

equipment that must be handled with safety and caution in order to avoid the risk of accident or injury. Some exposure to noise may be experienced. The work schedule may require the incumbent to work on evenings, weekends and statutory holidays. Participation in community events may be periodically required on evenings, weekends and statutory holidays.

Physical Requirements

The incumbent may be required to lift and carry equipment and supplies. Periods of sitting, standing, walking, carrying and bending may result in muscle or back strain. Safety footwear is always required at the workplace. Hearing protection is required while performing tasks where excessive noise levels are experienced. Safety glasses are required when performing tasks which have the potential to cause damage to the eyes.

Hours of Work

A winter “ice-in” schedule will require all incumbents of this position to work on shift. A summer “ice-out” schedule will have employees normally work 8:00 a.m. to 4:00 p.m. Monday to Friday but may rotate at least one employee on evenings/weekend as required. All schedules will be posted monthly to ensure proper notification.

Certification and Approval

Employee and Supervisor Certification

<p>I certify that I have read and accepted the duties and responsibilities assigned to this position.</p> <p>_____</p> <p>Signature (Employee)</p> <p>_____</p> <p>Printed name</p> <p>_____</p> <p>Date</p>	<p>I certify that this job description is an accurate description of the duties and responsibilities assigned to this position.</p> <p>_____</p> <p>Signature (Supervisor)</p> <p>_____</p> <p>Printed name</p> <p>_____</p> <p>Date</p>
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Approved by Chief Administrative Officer:	
Printed Name:	
Date:	