



## **JOB DESCRIPTION**

**TITLE:** ARENA MAINTENANCE WORKER

**DEPARTMENT:** Arenas

**LEVEL:** 7

**Position Last Evaluated: Dec 2014**  
**Job Desc. Last Updated: Jul 2019**

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### **JOB SUMMARY**

Under the supervision of the Manager, Arenas, performs ice resurfacing operation, monitors Arena's physical plant and maintains building security, carries out janitorial maintenance, carries out handyman duties, and assists public in their use of the facilities.

### **TYPICAL DUTIES AND RESPONSIBILITIES**

1. Performs ice resurfacing operation, operates Zamboni and ice edger, records ice measurements, and flooding, patching, building, and repairing ice as required.
2. Performs ice making, ice painting, ice removal duties, facility painting, dasher board glass installation, and operation of the bobcat.
3. Monitors arena's physical plant and maintains building security, takes and records readings of plant conditions, monitors all factors regarding safety and security of the public in relation to the operation and use of the facility, locks and unlocks doors to facilities and dressing rooms, ensures equipment is returned to its correct location, makes routine security checks throughout the facilities, takes and completes facility equipment inventory records.
4. Carries out janitorial maintenance, strips, waxes, polishes, and buffs floors manually, or with cleaning equipment, vacuums and shampoos floor coverings and upholstered furniture, collects and removes garbage and litter from facilities and grounds, cleans furniture, rooms, and fixtures, restrooms, windows, dishes, and cutlery, removes snow from sidewalks, moves furniture and equipment, maintains inventory records of janitorial supplies, reports major repairs required and confirms when work has been completed.

**TYPICAL DUTIES AND RESPONSIBILITIES cont.**

5. Carries out handyman duties, repairs furniture, arena boards, program equipment, locks, latches and hinges, unplugs sinks and toilets, changes faucet washers and taps, replaces lamps and switch plates, performs touch-up painting in specific areas, and maintains janitorial equipment in good repair.
6. Assists the public in their use of the facilities, obtains for instructors/public all equipment required for events and activities, rents skates to the public, carries out set-up and take-down of equipment for events, handles basic public enquiries when offices are closed, and monitors performances of skate patrols and other casual staff working during shift.
7. Delivers and picks up correspondence, equipment, and miscellaneous items, and cleans and vacuums vehicles and transports to garage for repairs.
8. Performs other duties as required.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of standard methods, equipment, and materials used in maintenance of buildings.

Must be capable of carrying out duties without direct supervision.

Ability to comprehend and carry out written and oral instructions.

Tact and discretion is required to deal with or settle requests, complaints, or clarification of information.

**MINIMUM TRAINING AND EXPERIENCE REQUIRED**

Completion of Grade 12.

Completion of Building Service Worker - Level 1.

Possession of a valid Refrigeration Operator Certificate.

Minimum of 6 months' related experience.

Satisfactory Criminal Record Check.

**GENERAL STANDARDS**

All employees shall take reasonable care to protect their health and safety, and the health and safety of other persons by becoming familiar with the Occupational Health & Safety (OH&S) Program, following established safe work procedures, using protective equipment, and asking for training if unfamiliar with work requested to perform.

Must be in good health and have sufficient physical strength and agility to perform required work activities of this position in all weather conditions.

Contributes in maintaining a respectful, safe, and supportive work environment that embraces diversity and where everyone is treated with courtesy, dignity, and fairness.

Adheres to City policies and objectives.