



JOB DESCRIPTION

TITLE: ARENA MAINTENANCE WORKER

DEPARTMENT: Parks and Recreation

LEVEL: 7

Position Last Evaluated: Dec 2014

Job Desc. Last Updated: Nov 2015

JOB SUMMARY

Under the supervision of the Manager of 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; 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.
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; maintains janitorial equipment in good repair.

TYPICAL DUTIES AND RESPONSIBILITIES (cont)

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; monitors performances of skate patrols and other casual staff working during shift.
7. Delivers and picks up correspondence, equipment and miscellaneous items; 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 5th Class Power Engineers Refrigeration Certificate.

Minimum of six (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 and Safety (OHS) 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.

GENERAL STANDARDS (cont)

Takes responsibility for reducing energy consumption within the scope of the job duties.

Meets the City's core competencies in the areas of Building Relationships, Developing Self & Others, Focusing on Customer, Communicating Effectively, Thinking Strategically and Collaborating for Results.

Adheres to City policies and objectives.

SIGNATURE

I have reviewed this job description.

Employee's Name

Employee's Signature

Date