

CITY OF HAMILTON

COMMUNITY SERVICES DEPARTMENT (CULTURE & RECREATION DIVISION – DISTRICT D – LOCATION – ROSEDALE ARENA)

FACILITY OPERATOR / LEAD HAND / TRUCK DRIVER (PARKS MAINTENANCE) - CUPE 5167 OUTSIDE WORKGROUP)

SUMMARY OF DUTIES

Reporting to Supervisor, Arena Operations, working in a team environment, assists in the maintenance and security of community facilities, taking direction and work assignments from the Senior Facility Operator. Directs the work of part time facility support staff. This position may be required to perform work in more than one community facility.

GENERAL DUTIES

Installs and removes ice.

Performs ice cutting duties.

Maintains consistent ice quality by cutting, filling holes, cracks and adjusting temperature.

Operates ice re-surfacer, ice cutter and other ice maintenance equipment.

Changes ice re-surfacer and power edger ice cutting blades.

Receives and answers inquiries from public, community groups and sports organizations.

Maintains security of the facility.

Performs pool maintenance such as checking water and chlorine levels, changing cylinders and backwashing the pool filtration system.

Cleans glass, walls, floors, toilets, urinals, sinks, seats; including sweeping, washing and deodorizing.

Removes snow and ice from entrances and walkways by snowblowing, shovelling and sanding.

Marks and paints ice for hockey, ringette and special events.

Performs preventative maintenance on ice re-surfacer and other ice maintenance equipment such as greasing, oiling and replacing propane cylinders.

Maintains log for refrigeration, attendance, ice re-surfacer and other equipment.

Makes diary entries for rentals for approval.

Collects and balances money for skating and rental programmes. Issues receipts and locks in vault.

Sets up for activities such as lacrosse, dances, ball and ice hockey; oversees use of facilities in the absence of Facility Supervisor.

Performs minor building maintenance including painting, cleaning boards and tightening bolts on plexiglass.

Directs part-time staff.

Paints hockey goals; repairs nets.

Assists tradesperson with non-technical aspects of their job.

Replaces lightbulbs in fixtures and score clocks.

Performs minor grounds maintenance such as clearing debris; removes weeds from deck areas.

Takes out garbage.

Works in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

Performs other duties as assigned which are directly related to the major responsibilities of the job.

QUALIFICATIONS

1. Previous experience related to performing maintenance duties in an arena and pool environment normally acquired by a combination of education and relevant experience.
2. Previous experience directing and working with staff.
3. Demonstrated ability to operate tools and equipment in a safe manner.
4. Demonstrated ability to operate equipment such as ice re-surfacer, ice cutter and other ice maintenance equipment in a safe manner.
5. Knowledge of relevant legislation such as Occupational Health and Safety Act and Regulations including W.H.M.I.S. legislation.
6. Previous experience performing preventative maintenance.
7. Must be able to understand and follow detailed procedures in performing trade or craft type work. Must be able to use fractions and decimal arithmetic and simple formulas, diagrams and drawings.
8. Must be available to work shifts.
9. Possession of one (1) or more certificates of the Certified Ice Technician (C.I.T.) Course offered through ORFA would be considered an asset.
10. Possession of a Refrigeration Operator "B" Class Ministry Certificate would be considered an asset.
11. Must possess a valid Class "G" Driver's Licence.

THIS POSITION REQUIRES A VALID CLASS "G" DRIVER'S LICENCE AND PROOF THEREOF IS REQUIRED AFTER HIRE.