

CITY OF HAMILTON

COMMUNITY SERVICES DEPARTMENT
(RECREATION DIVISION – COMMUNITY FACILITIES & CAPITAL PROGRAMS - LOCATION – MOUNTAIN ARENA)

FACILITY OPERATOR (CERTIFIED) - CUPE 5167

SUMMARY OF DUTIES

Reporting to the 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

Install and remove ice.

Perform ice cutting duties.

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

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

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

Receive and answer inquiries from public, community groups and sports organizations.

Maintain security of the facility.

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

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

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

Mark and paint ice for hockey, ringette and special events.

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

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

Make diary entries for rentals for approval.

Collect and balance money for skating and rental programmes. Issue receipts and lock in vault.

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

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

Direct part-time staff.

Paint hockey goals; repair nets.

Assist tradesperson with non-technical aspects of their job.

Replace lightbulbs in fixtures and score clocks.

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

Take out garbage.

Administers First Aid when required.

Work 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.

Perform 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. Completion of a grade 12 diploma is preferred.
2. Must possess Basic Refrigeration Certificate
3. Additional certificates of the Certified Ice Technician (C.I.T.) Courses offered through ORFA would be an asset
4. Must have experience working as an Assistant Operator or equivalent/ related experience. Working experience using and operating equipment such as ice resurfacer, ice cutter and other ice maintenance equipment is required.
5. Previous experience directing and working with staff.
6. Demonstrated ability to operate tools and equipment in a safe manner.
7. Knowledge of relevant legislation such as Occupational Health and Safety Act and Regulations including W.H.M.I.S. legislation.
8. Previous experience performing preventative maintenance.
9. 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.
10. Must be available to work shifts.
11. Must possess and maintain valid Standard First Aid and CPR certification.
12. Possession of one (1) or more certificates of the Certified Ice Technician (C.I.T.) Course offered through ORFA would be required.

13. Possession of a Refrigeration Operator "B" Class Ministry Certificate is mandatory
14. Must possess a Class "G" Driver's Licence valid in the Province of Ontario and be able to maintain same.

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