

## CITY OF HAMILTON

### COMMUNITY & EMERGENCY SERVICES DEPARTMENT (RECREATION DIVISION – DISTRICT D – LOCATION – SALT FLEET ARENA)

### FACILITY OPERATOR / SPORT GROUNDKEEPER I – SPORT COMPLEX – CUPE 5167 (OUTSIDE WORKGROUP)

### FACILITY OPERATOR - CUPE 5167 (OUTSIDE WORKGROUP)

#### SUMMARY OF DUTIES

Reporting to the Area Supervisor, 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, shoveling 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 programs. Issues receipts and locks in vault.

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

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

Directs part-time staff.

Paints hockey goals; repair nets.

Assist tradesperson with non-technical aspects of their job.

Replaces lightbulbs in fixtures and score clocks.

Performs minor grounds maintenance such as clearing debris; remove 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.

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 work experience.
2. Previous experience directing and working with staff.
3. Possession of one (1) or more certificates of the Certified Ice Technician (C.I.T.) course offered through ORFA would be considered an asset.
4. Demonstrated ability to operate tools and equipment in a safe manner.
5. Demonstrated ability to operate equipment such as ice re-surfacer, ice cutter and other ice maintenance equipment in a safe manner.
6. Knowledge of relevant legislation such as Occupational Health and Safety Act and Regulations including W.H.M.I.S. legislation.
7. Previous experience performing preventative maintenance.
8. 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.
9. Possession of a Refrigeration Operator "B" Class Ministry Certificate would be considered an asset.
10. Must possess a valid Class "G" Driver's License.

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

**PUBLIC WORK DEPARTMENT**  
**(OPERATIONS & WASTE MANAGEMENT DIVISION)**

**SPORT GROUNDSKEEPER I (SPORT COMPLEX) - CUPE 5167(OUTSIDE WORKGROUP)**

**SUMMARY OF DUTIES**

Report to District Supervisor, Operations & Maintenance. Direct and work with a crew to maintain grounds and facilities at a sports or major Park complex and maintain infrastructure in accordance with prescribed standard operating practices, policies, procedures and specifications.

### **SUMMARY OF DUTIES**

Directs and works with a crew and provide direction, coaching and mentoring, training of subordinate staff including students.

Inspects grounds for disease, pest and weed infestation.

Lays out and lines sports fields such as baseball, football, soccer, cricket, lacrosse, field hockey and rugby etc. in accordance to specifications.

Collects rental fees, issues receipts.

Maintains buildings and outdoor structures including cleaning and painting.

Performs minor repairs to infrastructure such as electrical, plumbing, irrigation and mechanical, bleachers, benches and fencing.

Prepares cost estimates and provides quotes.

Maintains records; inspection logs such as pesticide or herbicide usage, sports field maintenance, field and diamond use, regulatory signage, reflectivity signage.

Re-schedules and arranges use of sports facilities.

Liaises with user groups (i.e. local, national and international sport user groups, special events organizers, media etc.).

Oversees work of contractors.

Receives and answers inquiries from public, other departments, contractors and sports groups.

Operates hand and power tools and equipment such as saws, hammers, drills, edgers, augers, line strippers, shovels, rakes, wheelbarrows etc.

Requisitions and maintains an inventory of supplies.

Drives a service vehicle; picks up and delivers material; loads and unloads vehicle.

Performs repairs and preventative maintenance on tools, equipment and vehicle.

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 a parks maintenance environment normally acquired by a combination of education and extensive relevant work experience.

2. Demonstrated ability in directing work crews and carrying out a variety of complex tasks and providing direction, coaching and mentoring, training of subordinate staff.
3. Demonstrated ability in operating tools and equipment in a safe manner such as saws, hammers, drills, front-end loader, lawnmower, weed eater and baseball groomer, top dresser, overseeder, coring equipment, fertilizer spreader and various specialized Turf equipment.
4. Must be able to understand and follow detailed procedures, and ability to read and interpret landscape and construction drawings.
5. Must be able to use fractions and decimal arithmetic and simple formulas, diagrams and drawings.
6. Must be familiar with turf grass horticultural practices and irrigation systems.
7. Pesticide license preferred.
8. Horticultural diploma in Turf Management preferred.
9. Must possess a Class "DZ" Driver's Licence.

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