

CITY OF HAMILTON

THIS IS A DUAL POSITION, CONSISTING OF TWO SEPARATE JOB DESCRIPTIONS/POSITIONS, EACH WITH THEIR SEPARATE WAGE GRADES

PUBLIC WORKS DEPARTMENT

(OPERATIONS & WASTE MANAGEMENT DIVISION – ENVIROMENTAL SERVICES GROUP - PARKS & CEMETERIES SECTION - LOCATION – VARIOUS)

LEAD HAND SPORTS GROUNDSKEEPER - CUPE 5167

SUMMARY OF DUTIES

Reports to District Supervisors, within the Parks and Cemeteries Operations & Maintenance Section. Directs and works with a crew to maintain grounds and facilities at a sports or major Park complex and maintains infrastructure in accordance with prescribed standard operating practices, policies, procedures and specifications

GENERAL DUTIES

Direct and work with a crew and provide direction, coaching and mentoring, training of subordinate staff including students. Oversees all day-to-day activities of the work crew and facilities, plans and assigns work.

Inspect grounds for disease, pest and weed infestation.

Maintain buildings and outdoor structures including cleaning and painting.

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

Prepare cost estimates and provide quotes.

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

Re-schedule and arrange use of sports facilities.

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

Oversee work of contractors.

Receive and answer inquiries from public, other departments, contractors and sports groups.

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

Requisition and maintain an inventory of supplies.

Drive service vehicles; pick up and deliver material; load and unload vehicle.

Perform repairs and preventative maintenance on tools, equipment and vehicles.

Ensure that employees are provided with and use the appropriate equipment, material and/or procedures required to perform the assigned duties.

Ensure that all employees perform work in accordance with applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures.

Ensure that appropriate action is recommended for those employees who do not work in compliance with legislation, policies and procedures.

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 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, and training of subordinate staff.
3. Demonstrated ability in operating tools and equipment in a safe manner such as saws, hammers, drills, front-end loader, various snow removal equipment, lawnmowers, weedeater 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. Certified Parks Technologist (CPT) preferred
10. Must possess a valid Class "DZ" Driver's Licence.
11. Demonstrated knowledge of the Health and Safety Act and applicable regulations as it relates to the position.

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

NOTE 1:

Must be able to work afternoons and weekends. Pesticide Licence not required at hiring but expectation that it will be required within one year of hiring.

HEALTHY AND SAFE COMMUNITIES DEPARTMENT
(RECREATION DIVISION – COMMUNITY FACILITIES– LOCATION – VARIOUS)

FACILITY OPERATOR - CUPE 5167

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

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.

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, facilities, ice re-surfacer and other equipment.

Collect and balance money for skating and rental programmes. Issue receipts and locks 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.

Take out garbage.

Administer 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 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 resurfer, 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 a Class "G" Driver's Licence valid in the Province of Ontario and be able to maintain same.
12. Possession of a Refrigeration Operator "B" Class Ministry Certificate would be considered an asset.
13. Must possess and maintain current certification in "Standard" First Aid with CPR Level "C". (This must be clearly identified on your resume.) All "Standard" First Aid certificates must be issued by a training agency recognized by the Workplace Safety Insurance Board (WSIB). Please refer to the WSIB website www.wsib.on.ca for approved providers. At time of assessment (which could be as early as days after the posting closes), you will be asked to provide "proof" that you possess the required certificate(s).
14. Computer skills required in Peoplesoft and Microsoft Outlook

Note: As a condition of employment, the successful applicant(s) will be required to obtain, satisfactory to the City of Hamilton, a Vulnerable Sector (VS) Check, or for those under the age of eighteen (18), a Criminal

Record & Judicial Matters (CRJM) Check at their own expense prior to beginning work in this position.

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

THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE.

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