

## CITY OF HAMILTON

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

### PUBLIC WORKS DEPARTMENT

(ENVIRONMENTAL SERVICES DIVISION – PARKS & CEMETERIES – LOCATION – VARIOUS

### COMMUNITY & EMERGENCY SERVICES DEPARTMENT

(RECREATION – LOCATION – VARIOUS ARENAS)

### OPERATOR (PARKS)/FACILITY OPERATOR - CUPE 5167

### OPERATOR (PARKS) - CUPE 5167

### SUMMARY OF DUTIES

Reports to Supervisors within Parks & Cemeteries section with the Environmental Services Division. Operates various pieces of equipment and performs labouring duties for the maintenance of City parks.

### GENERAL DUTIES

Operate and maintain various pieces of equipment such as trucks (to maintain parks pathways, trails, fire halls, some corporate facilities and various parking lots) and operate various mechanical equipment and associated implements, tractors, loaders, dump trucks, garbage haul alls and wood chipper.

Perform labouring duties on a daily basis such as but not limited to: climbing, lifting, balancing, kneeling, stooping, walking and handling of materials to assist in parks maintenance.

Operate hand tools and power tools with competence, such tools would include, but not limited to: shovels, picks, gulley spoons, scythes, weed eaters, various mowers, soil and grass renovation equipment and implements, compressor, jackhammer, pumps, chain and concrete saws, push and riding mowers, various compactor, drills, skill, chop, radial saws, leaf blowers and roto tiller.

Perform duties in various sections and locations of the Environmental Services Division, Parks & Cemeteries Section. Duties vary dependant on District and location and may include activities such as repairs, hand digging, operation of various tools, driving service vehicle, grass and weed management, gardening, litter control, ground restoration duties.

Perform preventative maintenance on tools and equipment.

Complete daily activity logs and various reports to ensure work accomplishments are accurately tracked in the Activity Planning System.

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 including assisting Labourers when necessary, and other areas of the Group and Division.

### QUALIFICATIONS

1. Previous operator experience and training related to duties listed above normally acquired by a combination of education and relevant work experience.

2. Previous experience operating trucks, vehicles and specialized equipment.
3. Previous experience, training, and ability to operate mechanical equipment and tools in a safe manner.
4. Previous horticultural or landscaping experience preferred.
5. Ability to work shifts, including weekends, with minimal supervision.
6. Ability to comprehend and communicate, both written and verbally.
7. Must be able to follow written instructions in performing a variety of tasks. Must be able to use simple arithmetic and complete daily reports or logs as required.
8. Must be able to understand and follow detailed procedures, instructions and take direction.
9. Knowledge of relevant legislation such as Occupational Health and Safety Act and Regulations including W.H.M.I.S. legislation, and Book 7 Traffic Control.
10. Must be able to lift a minimum of 30 lbs. with an occasional requirement to lift up to 70 lbs.
11. Prepared to respond on occasions for emergency overtime duty.
12. Must possess a valid Class "D" Licence with a "Z" endorsement.

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

**COMMUNITY & EMERGENCY SERVICES DEPARTMENT**  
**(RECREATION – LOCATION – VARIOUS ARENAS)**

**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**

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 locks in vault.

Set up for activities such as lacrosse, dances, ball and ice hockey; oversees 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 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. Must possess and maintain valid Standard First Aid and CPR Level C certification.

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](http://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).

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

**SALARY:**

**Salary Grade F**

\$23.949 - \$24.991 - \$26.032 per hour

**HOURS:**

40 per week

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

\* \* \* \* \*