

## CITY OF HAMILTON

**PUBLIC WORKS DEPARTMENT**  
**(CORPORATE ASSETS AND STRATEGIC PLANNING DIVISION – GOLF & STADIUM OPERATIONS –**  
**LOCATION – TIM HORTON'S FIELD – 75 BALSAM AVENUE SOUTH)****STADIUM MAINTENANCE COORDINATOR – CUPE 5167****SUMMARY OF DUTIES**

Reporting to the Supervisor of Stadium & Golf Operations, oversees co-ordinates and checks all activities within the Tim Horton's Field as well as project related work. Leads, directs and works with a staff team that will be responsible for providing a clean, healthy and safe environment for staff.

**GENERAL DUTIES**

Acts as primary source of contact for maintenance repair services for facility & client departments.

Assist Stadium Supervisor in dealing with maintenance-related calls.

Acts as lead hand and is the point of contact in larger facilities such as, Tim Horton's Field. As well as schedules and directs temp cleaning services, & stadium staff, (internal or external work force).

Responsible for site preparation for special events, liaises with special events coordinator & users; provide service to Community user Groups.

Schedules, assigns and checks work performed by contractors to ensure compliance of the work order.

Provides functional guidance and direction to maintenance staff and contractors.

Performs general maintenance duties; such as but not limited to replace lights, gauge readings, equipment checks, adjust doors, filter changes etc.

Prepares work orders for all maintenance requests received via wireless technology.

Co-ordinates various tasks for vacancies, as well as any necessary turnover repairs to the empty office & floor space to ensure compliance with the turn around time of reallocating vacant space.

Liaises with the Maintenance Facility staff and Contractors as required to resolve maintenance concerns.

Reconciles invoices to purchase orders issued, reviewing customer parameters, history guidelines and dollar amounts (as it relates to this position).

Audits Contractor performance and recommends improvements.

Obtains necessary quotes for various small jobs and repairs under the direction of the Stadium Supervisor.

Follows up with Contractors for any outstanding work not done within the specified time frame.

Reports any deficiency or poor quality workmanship of Contractors to the Stadium Supervisor and/or Project Manager for follow up with Capital Works.

Completes the necessary paper work for return of defective equipment or product to Supplier or Service Provider.

Performs all major tasks required in the upkeep of the facility, janitorial tasks, when needed; i.e. clean washrooms, restock washrooms, floors, windows, dispose of garbage, vacuum & dusting etc. Flags, lights, clean lenses, assemble

and disassemble furniture, relocate or rearrange furniture, audio/visual equipment, throughout the Stadium.

Act as the Building Evacuation Coordinator during emergencies

Take and input staff pictures for I.D. and card access purposes. Assist in managing the software

Schedules and monitors regular maintenance contracted services.

Works in accordance with the provisions of applicable Health and Safety Act 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 building maintenance experience related to heating, plumbing and electrical equipment normally acquired by a combination of education and relevant work experience.
2. Demonstrated analytical and mathematical skills gained through recognized Facility Management training and post secondary education in a related field.
3. Mechanical aptitude, knowledge of heating, plumbing, electrical, air conditioning and computer systems, landscaping, maintenance of artificial turf, and gardening, carpentry, project management, contracting services and general maintenance.
4. Ability to communicate with technical specialists and to interpret technical drawings and specification documents.
5. Thorough knowledge and understanding of statutes and regulations relating to WHMIS legislation, Occupational Health and Safety and Ontario Human Rights Code as it relates to the position.
6. Excellent organizational skills and time management skills, including the ability to co-ordinate different maintenance jobs staff requirements for regular and special services.
7. Team player with excellent communication and customer service skills.
8. Must possess excellent decision making and problem solving skills.
9. Ability to multitask in stressful situations and work with minimum supervision.
10. Experience in a computerized environment in word processing and database software related to maintenance work.
11. Must be able to work with minimum supervision.
12. Must possess a Class "G" Driver's Licence valid in the Province of Ontario and be able to maintain same. Provision of a car by individual for use on the job
13. Experience in an event based work environment.

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