

CITY OF HAMILTON

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

LEAD HAND/TRUCK DRIVER – PARKS & CEMETERIES SECTION - CUPE 5167

SUMMARY OF DUTIES

Reports to the District Supervisors within the Parks and Cemeteries Section of the Operations & Waste Management Division. Directs, schedules and works with a crew to maintain City parks, roads and sports field infrastructure in accordance with prescribed standard operating practices, policies, procedures and specifications.

GENERAL DUTIES

Directs, schedules and works with a crew to maintain City parks, roads and sports fields.

Transports crew, materials and equipment to job site and provides direction, coaching and mentoring, and training of subordinate staff.

Completes various inspection and maintenance reports and logs; makes recommendations to Supervisors for consideration in capital and operating budgets.

Prepares cost estimates for repairs and/or replacement of Parks assets.

Reads and interprets landscape and construction blueprints, i.e. placement of shrubs, trees and flower beds. Oversees contractors, i.e. scrutinize pest control programs.

Liaises with user groups (i.e. Sport user groups, special events, BIA's community ice rinks etc.).

Drives equipment such as crew cabs, stake trucks and dump trucks; snow plowing, salting/sanding equipment, loaders, and various turf equipment.

Connects/disconnects and tows equipment trailers and various implements.

Operates hand and power tools and equipment such as rakes, shovels, picks, drills, blowers, post hole augers, acetylene torches, clippers, hand/power saws, weed eaters, mowers, grinders, and compactors.

Clears litter and debris.

Plants and maintains grass, trees, shrubs and flowers.

Builds, installs and repairs wooden and frost fences, picnic tables, benches, and signage.

Repairs and maintains outdoor structures such as fence lines, backstops and goal posts, storage sheds, and buildings.

Repairs and maintains small equipment such as aerator and fertilizer spreaders; weed eaters and blowers.

Picks up and delivers vehicles, parts and equipment. Loads and unloads equipment.

Cuts and chalks lines on sports fields in accordance to field layout specifications.

Removes snow from roads, pathways, sidewalks and stairs by ploughing, scraping, shovelling, sanding and salting.

JOB DESCRIPTION #910

Mixes and dispenses various fuels.

Takes fuel readings; inputs daily totals, usages and inventory of fuel.

Performs minor plumbing repairs.

Performs minor maintenance and repairs to buildings and stands, benches and tables.

Performs preventative maintenance on vehicles, tools and equipment.

Receives calls; takes messages.

Opens and closes various facilities.

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.

Ensures that employees assigned to the works crew are provided with and instructed on the use of the appropriate equipment, materials and/or procedures required to perform the assigned duties. Ensures that all employees perform work in accordance with applicable Health and Safety legislation and adheres to all City of Hamilton corporate and departmental policies and procedures. Ensures that infractions are reported and appropriate action is recommended to the Supervisor for those employees who do not work in compliance with legislation, policies and procedures.

Performs other duties as assigned which are directly related to the major responsibilities of the job.

QUALIFICATIONS

1. Previous maintenance experience using tools and equipment related to duties listed above.
2. Previous experience directing, coaching and mentoring subordinate staff and working with crews to foster a positive working environment.
3. Previous progressive experience in parks maintenance and related programs or parks/horticulture training or education.
4. Ability to read and interpret blueprints.
5. Ability to operate trucks such as crew cabs, stake and dump trucks in a safe manner.
6. Ability to operate tools and equipment in a safe manner.
7. Must possess a valid Class "DZ" Driver's Licence.
8. Able to understand and follow detailed procedures in performing trade or craft type work.
9. Able to use fractions and decimal arithmetic and simple formulas, diagrams and drawings.
10. Certified Parks Technologist (CPT designation) would be an asset.
11. Landscape Exterminator License would be considered an asset.
12. Working knowledge and skill with computers in a Window environment utilizing Microsoft Office would be an asset.

THIS POSITION REQUIRES A VALID CLASS "DZ" 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.

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.

JOB DESCRIPTION #910

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.
