

RECREATION FACILITIES OPERATOR

<b>/Department:</b>	<b>Recreation</b>
<b>Reports To:</b>	<b>Recreation Facilities Supervisor</b>
<b>Supervises:</b>	<b>Not Responsible for Supervisor of Staff</b>
<b>Review Date:</b>	<b>August 2023</b>

**SUMMARY OF POSITION**

Under the direction of the Recreation Facilities Supervisor, the Recreation Facilities Operator will perform the day-to-day operations and preventative maintenance of the Town's recreational buildings and outdoor recreation locations which consists of the operations and maintenance associated with the Maitland Recreation Centre (MRC), Goderich Memorial Arena, Bannister Park, Victoria Park and Columbus Park and related special events.

The Recreation Facilities Operators maintains and operates equipment and facilities such as, but not limited to the pool, recreation facilities, sport fields, arena, including the installation and maintenance of ice, and provides a high-level customer service to the public users of the recreation facilities.

**FUNCTIONAL RESPONSIBILITIES**

- ❖ Performs daily opening and closing of buildings and ensures that the doors are secured.
- ❖ Performs daily operation and maintenance of the arena and equipment. Maintains ice surface and performs daily ice resurfacing preventative maintenance and responds to user needs. Operates all equipment to perform duties.
- ❖ Provides general maintenance to recreation facilities, and community outdoor recreation locations, including grass cutting, line painting and net installation.
- ❖ Maintains sport fields and associated municipal facilities to meet various user needs.
- ❖ Performs maintenance of the municipal owned properties, including but not limited to signage, litter, and debris and garbage pick-up and facility cleaning activities.
- ❖ Performs daily pool water chemical tests (chlorine and pH levels) content and balance; adds chemicals as needed to assure appropriate operating levels; check gauges and assures proper pool water level and maintains daily records of results.
- ❖ Operates, maintains, and performs routine maintenance and adjustments to a variety of pool equipment including chlorination equipment machinery and equipment utilized in the operation of a commercial type swimming pool including filters, circulation pumps, vacuums, chlorinator, flow meters, booster pumps, electronic monitoring devices and sensors and maintains excellent sanitary and working conditions within the Ministry of Health legislation standards.

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- ❖ Maintains a safe and tidy work environment and ensures equipment is stored appropriately.
- ❖ Performs duties in compliance with Health & Safety legislation and Ontario Recreation Facilities Association (ORFA)
- ❖ Reports all concerns, accidents, and incidents to immediate supervisor for follow up and appropriate action.
- ❖ Follows preventative maintenance plans and monitors building systems, reporting concerns to supervisor.
- ❖ Inspects and monitors equipment such as heating, ventilation, air conditioning, refrigeration equipment, pumps and filtration equipment and grounds maintenance equipment including hand and power tools.
- ❖ Performs daily/weekly safety inspections of building and equipment and maintains records in accordance with Health and Safety Regulations, Ontario Recreation Facilities Association and Municipal Policies.
- ❖ Performs minor repairs of facilities and equipment at Maitland Recreation Centre, Goderich Memorial Arena, and community recreation fields.
- ❖ Performs snow and ice removal from all entrance and fire exits and shovels and applies ice management products as required on walkways.
- ❖ Prepares facilities for related special events set up and tear downs at Maitland Recreation Centre, Goderich Memorial Arena, Bannister Park, Columbus Park, and Victoria Park
- ❖ Assists the Recreation Facilities Supervisor with user groups and individuals using facilities, identifies problems and takes the necessary steps for corrective action.
- ❖ Adheres to Town and Departmental policies, procedures, and programs. Contributes to the completion of department goals and objectives.
- ❖ Assists in the maintaining a positive team environment by working cooperatively with other staff, using the appropriate processes for handling problems, helping to motivate and encourage peers, contributing ideas, and assisting others where necessary.
- ❖ Performs other related duties as assigned.

**POLICY/PROCEDURE**

- ❖ Not responsible for policy/procedure development.

**STRATEGIC MANAGEMENT**

- ❖ Not responsible for strategic management.

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**EDUCATION AND QUALIFICATIONS**

- ❖ Grade 12 education preferred.
- ❖ Post-secondary education in Building Maintenance, Facility Management, or related field considered an asset.
- ❖ Minimum of one (1) year experience in building maintenance
- ❖ An equivalent combination of education and experience will be considered.
- ❖ Valid Basic and/or Advanced Refrigeration Certificate.
- ❖ Valid Certified Pool Operator (CPO) Certificate.
- ❖ Valid Certified Ice Technician (CIT) Certificate considered an asset.
- ❖ Completion of Safe Ice Resurfacer Operator Course. (OLSS)
- ❖ Working At Heights Training Certificate.
- ❖ Electrical Awareness Certificate.
- ❖ Workplace Hazardous Materials Information System (WHMIS) Training Certificate.
- ❖ First Aid/CPR & AED Certificate.
- ❖ Possess a valid Ontario "G" Driver's Licence in good standing.
- ❖ Clean Vulnerable Sector Check (VSC).

**KNOWLEDGE AND SKILLS**

- ❖ Good knowledge of facilities maintenance and technical systems such as HVAC, refrigeration, mechanical systems, building maintenance, and preventative maintenance systems.
- ❖ Knowledge of Ontario Recreation Facilities Association (ORFA) best practices.
- ❖ Knowledge of facilities operations, the Occupational Health & Safety Act, and other applicable facilities and safety-related legislation, regulations, and guidelines.
- ❖ Knowledge of methods, techniques, procedures, tools, equipment, chemical utilized in sanitizing, cleaning, and maintaining a public swimming pool.
- ❖ Knowledge of methods, techniques, procedures, and equipment used in the maintenance of ice surfaces.
- ❖ Good interpersonal, communication (written and oral), problem-solving, and conflict resolution skills
- ❖ Good organizational and time management skills with an ability to complete a high volume of work with accuracy and within prescribed deadlines in a fast-paced environment with flexibility to changing priorities.
- ❖ Basic computer skills considered an asset.
- ❖ Manual dexterity required to operate tools and equipment.
- ❖ Ability to transport and physically handle equipment, chemicals, and other materials necessary for the successful operation of the recreation facilities department.
- ❖ Ability to work effectively and safely in a variety of weather conditions.

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- ❖ Ability to perform physical work (lifting (up to 50 lbs), sitting, walking, standing, bending, pushing, pulling, reaching, carrying),
- ❖ Ability to multi-task in a busy/high paced work environment and will be exposed to environment noise.
- ❖ Ability to work rotating shifts including evenings and weekends at various recreation sites.
- ❖ Ability to demonstrate tact and discretion in handling matters of a confidential or politically sensitive nature.
- ❖ Ability to think and act strategically and appropriately in a political and community service environment.
- ❖ Ability to work independently with minimal supervision and in a team environment.

### PERSONAL CONTACTS

Communicates with internal and external individuals.

- ❖ Internally, this includes:
  - CAO, Senior Leadership Team Directors and Managers, municipal employees, and members of Council
- ❖ Externally, this includes:
  - The public, neighbouring municipalities, consultants, contractors, provincial and federal agencies, and non-governmental organizations (NGO) (i.e., local service clubs, etc.)

### HEALTH AND SAFETY

- ❖ Ensure that Occupational Health & Safety Act, the Town of Goderich Health and Safety Program, and other provincial legislation and regulations are strictly observed and followed.
- ❖ The Town will provide the necessary safety equipment for this position.

### WORKING CONDITIONS

Work occurs in an indoor/outdoor environment in all weather conditions with regular public contact. This position requires long periods of standing, sitting and walking as well as consistent physical exertion, visual and mental concentration. Based on a 40-hour work week with the core operating hours of 5 AM – 11 PM, Monday through Sunday. Overtime and unusual hours as required to manage the facilities operations and emergencies. Work involves exposure to dangerous/hazardous/biohazardous materials and environment. Occasional exposure to unpleasant or irate people.

**NOTE TO READER: This job description is intended to relay information that describes the general responsibilities, tasks and processes involved in performing the duties of this job. It is not intended to be a comprehensive list of tasks or a detailed step-by-step job manual. The information provided will indicate the general skills, effort, responsibility, and working conditions expected in the role.**