

FACILITY OPERATOR 2 (BUILDING MAINTAINER OPERATOR)

Department: Facilities Services
Reports To: Facilities Services Manager
Supervises: Not Responsible for Supervision of Staff
Review Date: August 2023

SUMMARY OF POSITION

Under the direction of the Facilities Services Manager, the Facility Operator 2 (Building Maintainer Operator) will perform the general maintenance, repairs, and renovations associated with:

- Municipal Offices-Town Hall
- MacKay Centre for Seniors
- Municipal Child Care Centre
- Huron County Library
- Goderich Regional Airport Terminal
- Goderich Fire Hall
- Goderich Tourist Information Centre
- Maitland Valley Medical Centre
- Kingston Street Washrooms
- Maitland Recreation Centre
- Memorial Arena

This position performs effective and efficient day-to-day maintenance and repair of municipal facilities and properties including maintaining operational records, working with contractors, and performing all other functions associated within building maintenance.

FUNCTIONAL RESPONSIBILITIES

- ❖ Performs maintenance operations of facilities including interior/exterior maintenance, painting, cleaning, equipment/machine repair, carpentry, plumbing, electrical, elevator service, HVAC equipment work and repairs to facilities and equipment, ensuring compliance with standards and government regulations.
- ❖ Operates equipment and machinery including inspection and maintenance of the aerial boom, scissor lift, snowblowers, hand tools and power tools.
- ❖ Assists the Facilities Services Manager with emergency lighting, fire alarms, smoke detectors, fire extinguishers, and security systems in all municipal buildings to ensure compliance with regulations.

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- ❖ Performs daily/weekly safety inspections of building and equipment and maintains records in accordance with Health and Safety Regulations, and Municipal Policies
- ❖ Performs snow and ice removal from all entrance and fire exits and shovels and applies ice management products as required on walkways.
- ❖ Performs set-up and take downs for training, meetings, or events.
- ❖ Assists with office furniture moves and set-ups.
- ❖ Uses equipment, tools, and equipment properly and safely, and maintains them in clean condition. Reports any defects and deficiencies immediately.
- ❖ Recognizes safety hazards and the importance of a safe environment for the public.
- ❖ Maintains storage rooms in a clean and safe manner.
- ❖ Reports damage to Facilities Services Manager.
- ❖ Assists other departments in general labour work when required.
- ❖ Adheres to Town and Departmental policies, procedures, and programs. Contributes to completion of department goals and objectives.
- ❖ Assists in the maintenance of 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 the duties and responsibilities of a Facility Operator 1 (Custodial Operator).
- ❖ Perform other related duties as assigned.

POLICY/PROCEDURE

- ❖ Not responsible for the policy and procedure development.

STRATEGIC MANAGEMENT

- ❖ Not responsible for strategic management.

EDUCATION AND QUALIFICATIONS

- ❖ Successfully completed Grade 12
- ❖ Minimum of one (1) years of experience in construction trades
- ❖ Workplace Hazardous Materials Information System (WHMIS) Training
- ❖ Working At Heights Certification
- ❖ Aerial Lift Training
- ❖ Valid Ontario Driver's Licence.
- ❖ First Aid/CPR & AED Certification
- ❖ Satisfactory Criminal Records Check (CRC)

KNOWLEDGE AND SKILLS

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- ❖ Good knowledge of facilities maintenance and technical systems such as HVAC, refrigeration, mechanical systems, building maintenance, and preventative maintenance systems.
- ❖ Good knowledge of facilities operations, the Occupational Health & Safety Act, and other applicable and safety-related legislation, regulations, and guidelines.
- ❖ 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.
- ❖ 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 facilities department.
- ❖ Ability to work effectively and safely in a variety of weather conditions.
- ❖ 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 environmental noise.
- ❖ 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, and contractors

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 7AM – 4 PM, Monday through Friday. Occasionally required to work overtime and unusual hours to manage facilities operations and emergencies. Work involves exposure to dangerous/hazardous/biohazard/ 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.