

Municipality of *Bluewater*

HIRING FACILITY OPERATOR

To provide operation of municipal facilities and related equipment, perform maintenance and janitorial duties, ensure the facilities are safe for the usage of the public and staff and complete all associated and required documentations and inspections. The operator conducts ice, floor, park, and facility maintenance utilizing a variety of equipment/vehicles and performs duties in accordance with applicable legislations and standards and will assist in overseeing the work of part time facility attendants. The operator is required to respond to inquiries from the public, liaise with the public users of facilities daily, and provide excellent customer service.

A vulnerable sector background check, as well as proof of being fully vaccinated for COVID-19 must be provided by the date of employment.

The wage range for these positions is:

\$22.23/hour to \$27.79/hour

Interested persons please submit resumes to:

Municipality of Bluewater
Maggie Off, Manager of Facilities
14 Mill Ave.
Zurich ON, N0M 2T0

P: 519-236-4351 • F: 519-236-4329
E: facilities@municipalityofbluewater.ca

Resumes will be accepted until 12:00 noon on Thursday, Aug 18, 2022.

The Municipality of Bluewater is an equal opportunity employer. Disability related accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. Personal information for this position is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and is used to determine eligibility for potential employment. All applicants are thanked for their interest in this position. Only those selected for an interview will be contacted.

MUNICIPALITY OF BLUEWATER

POSITION DESCRIPTION: Facility Operator

DEPARTMENT: Facilities

REPORTS TO: Facilities Foreman and Facilities Supervisor

POSITIONS SUPERVISED: None

PAY STATUS: \$22.23–\$27.79 hourly (40 hours per week)

Position Summary

Under the direction of the Facilities Foreman, the Facility operator is responsible for the operation of municipal facilities and related equipment. Performs maintenance and janitorial duties and ensures the facilities are safe for the usage of the public and staff and completes all associated and required documentations and inspections. Conducts ice, floor, park, and facility maintenance utilizing a variety of equipment/vehicles including ice resurfacers, sweepers, hand tools and power tools.

Major Responsibilities:

MAINTENANCE AND CUSTODIAL

Ensures that the facilities are maintained in a safe, clean and attractive condition.

Updates Facilities Foreman on stock of cleaning supplies.

Under the supervision of the Facilities Supervisor and Facilities Foreman, assist with scheduling and supervision of part time employees.

Carries out the process of ice installation, maintenance, removal and other related duties as required.

Records regularly refrigeration compressor logs, performs basic maintenance such as oiling, cleaning, etc. as specified under the Pressure Vessel Safety Act, monitors contractor maintenance.

Performs ice related duties such as resurfacing ice, changing nets, and performs ice resurfacer maintenance including changing blades, tires, oil etc.

Performs routine maintenance and contacts appropriate personnel for emergency maintenance under the direction of the Facilities Supervisor, such as plumbing, electrical, H.V.A.C., and other related building systems.

Maintains outdoor playing surfaces, parks, ball diamonds, splash pads and fields seasonally as required.

Cleans sidewalks, sweeps and cleans dressing rooms, washrooms and other areas.

Assists with repairs or minor alterations to building (ie. carpentry, plumbing, painting, etc.).

Provides maintenance and janitorial services for other municipal buildings as required under the direction of the Facilities Supervisor and Facilities Foreman.

Performs seasonal maintenance including grass cutting, outdoor washroom cleaning, monitoring and removing garbage.

Participates in beach cleanup as required.

Performs other duties as assigned.

FACILITY SUPERVISION AND PROGRAM SUPPORT

Receives and records requests for facilities usage/rentals.

Sets up, and cleans up facilities for events, when required.

Ensures an adequate level of comfort is maintained through, H.V.A.C. equipment, adjusting controls as necessary.

Liaises with user groups regarding facility rentals and makes necessary arrangements for events.

Responds to concerns and addresses complaints regarding facilities in a responsible and timely manner.

Reviews assignments and daily schedule of events at the start of each shift to ensure the facility is ready for use.

Maintains and records maintenance on mechanical, life safety devices (fire related), electrical equipment, first aid supplies, elevating devices, accidents etc.

Inform the Supervisor of potentially dangerous situations, unmaintained areas, incidences or occurrences that would affect the safety of the staff or general public and completion of incident reports.

Snow plows facility parking lots as required and shovels/salts emergency exits and walkways.

Receives payments, counts, verifies and records daily receipts.

Maintains and/or works with security, for effective control of events.

Helps promote facility usage.

Under the direction of the Facility Foreman, assists in the preparation and collection of receipts, invoices, timesheets, purchases etc.

May be called upon to administer first aid.

Performs other duties as assigned.

More Details:

Routinely uses judgement in decision making (i.e., safety of guests and staff team members).

Some creativity is required to deal with unforeseen circumstances (i.e., equipment failure).

Provide feedback and input on procedures. Assist in creation of policies, procedures and systems as required.

Limited safeguarding of confidential information relating to facility invoicing and payments.

Provides functional advice and guidance to Facility Attendants and Summer Students.

Qualifications:

Secondary school diploma or suitable equivalent.

A basic knowledge of computers, Microsoft Office suite.

Basic Arena Refrigeration (or Advanced Refrigeration Operator) or other ORFA/OPA courses/designations an asset.

Working at Heights Certification.

Propane Handling Certification.

Elevator Lift Certification an asset.

Ability to operate a variety of light machinery and maintenance equipment safely and efficiently.

A minimum of one year related facility experience.

Strong interpersonal, communication and public relations skills and the ability to deal positively with customers.

Ability to work shifts including evening, weekends and holidays.

Vulnerable Sector Background Check.

Minimum Valid Class "G" driver licence.

Standard First Aid/CPR Certificate.

Working Conditions:

Work is performed in a municipal facility or park with some risk of exposure to chemicals, oily, hot machinery, and unruly patrons.

Work is physically strenuous including, but is not limited to, shoveling, raking, sweeping, bending, lifting, carrying and the use of equipment and supplies.

Required to work in all weather conditions which may be extreme at times (precipitation, cold, heat).

Incumbent is required to work shift work, including evenings and weekends and is expected to report to work in emergency situations.

Working schedule assigned by Facilities Foreman and/or Facilities Supervisor.

Approvals:

Incumbent

Date

Manager

Date