

## **EMPLOYMENT OPPORTUNITY** FACILITY MAINTENANCE WORKER, PART-TIME

**POSTING No: 2020-FMW**

**POSTING DATE: December 17, 2020**

**POSTING EXPIRY DATE: ongoing**

Strathcona Regional District is seeking part-time Facility Maintenance Workers for the Strathcona Gardens Recreation Complex to work varying shifts including days, evenings and weekends. Under the direction of the Operations Lead Hand and Facility Operations Supervisor, the Facility Maintenance Worker maintains a level of cleanliness, safety and reliability of property, plant and equipment at Strathcona Gardens Recreation Complex (SGRC) for facility staff, patrons and service providers.

Successful candidates will be required to complete a criminal record check and become a member of the United Steel Workers, Local 1-1937. The current rate of pay for this position is \$27.75 per hour.

### **REQUIRED LICENCES, CERTIFICATES AND REGISTRATIONS**

- BC Refrigeration Operator Certificate
- BC Driver's Licence – Class 5
- Standard First Aid
- CPR Level C with AED
- Pool Operator 1 and 2

### **PREFERRED LICENCES, CERTIFICATES AND REGISTRATIONS**

- Confined space
- Transportation of dangerous goods
- Building Service Worker Level 1 and 2
- Arena Ice Maker experience/certificate

### **HOW TO APPLY:**

Please forward your cover letter, resume and copies of your certificates to [hr@srd.ca](mailto:hr@srd.ca) quoting "Posting 2020-FMW Facility Maintenance Worker, Part-Time" in the subject line of your application.

**Strathcona**  
REGIONAL DISTRICT



301 - 990 Cedar Street,  
Campbell River, BC V9W 7Z8  
Tel: 250-830-6700 • Fax: 250-830-6710  
Toll-free: 1-877-830-2990

[www.srd.ca](http://www.srd.ca)

## Facility Maintenance Worker

### JOB SUMMARY

Under the direction of the Operations Lead Hand and Facility Operations Supervisor, the Facility Maintenance Worker maintains a level of cleanliness, safety and reliability of property, plant and equipment at Strathcona Gardens Recreation Complex (SGRC) for facility staff, patrons and service providers. The Facility Maintenance Worker performs maintenance duties in all interior and exterior areas of the complex. The Facility Maintenance Worker responds to general inquiries from patrons and occasionally may be asked to assist other staff with patrons who are not abiding by the rules of the complex.

### JOB DUTIES

- On a daily basis reviews, performs and records tasks as outlined in the maintenance duty checklists, regulated equipment checklists and maintenance logbooks
- Performs scheduled/preventative maintenance as well as unscheduled/unanticipated maintenance
- Monitors, maintains, services and cleans sewer, grounds, building, fire, arena, ice plant, pools, HVAC, plumbing, gas, electrical and communication systems and arranges servicing with outside contractors if task is outside licenced and/or ticketed competencies
- Replaces light fixtures in all areas of the facility
- Inspects, repairs and maintains tools and equipment
- Performs pool water chemistry tests for quality controls and adjusts chemicals as required to maintain a safe and healthy water quality
- Monitors chemical usage and assists the Operations Lead Hand and Facility Operations Supervisor with supply requirements
- Manually and on a computer, maintains incident reports, makes log entries, logs outside contractors' time
- Communicates with service providers to ensure facility is operational for patron use
- Makes, maintains and removes ice, operating the ice resurfacer and edger, and testing thickness
- Uses manual cleaning equipment and tools
- Uses power cleaning equipment and tools
- Strips, washes and seals floors in all areas of the complex
- Cleans and disinfects chairs, tables, lockers, toilets, urinals
- Cleans pool deck and pool changerooms
- Cleans arena stands, dressing rooms and arena changerooms
- Cleans hallways, offices, stairs and meeting rooms
- Washes windows, plexiglass, doors, walls and mirrors
- Removes garbage
- Does routine painting, carpentry, and plumbing

- Responds to dangerous chemicals alarms/issues, using full protective and breathing apparatus, orders evacuations, calls for emergency responders
- With manual and/or powered equipment weeds flowerbeds, trims grass, mows grass, removes leaves, snow and ice outside the facility
- Checks the facility bookings to ensure that ice is cleaned for the user groups scheduled daily, and that rooms are set up appropriately
- Maintains the security of the building by ensuring that all doors and windows are locked at the end of each shift or when areas of the building are not in use
- Maintains order in the behaviour of users and patrols the facility to prevent theft and vandalism
- Conducts safety checks on equipment before use
- Administers first aid and ensures all incidents are documented
- Conducts health screening checks on employees and/or customers as required by public health orders
- Performs other duties as assigned

#### **REQUIRED EDUCATION**

- Grade 12

#### **REQUIRED EXPERIENCE**

- One year related experience

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#### **KNOWLEDGE, SKILLS AND ABILITIES**

- Physical ability to do the work
- Mechanical aptitude
- Ability to read equipment manuals, policies and procedures, memos, material safety data sheets (MSDS) and understand and apply that knowledge to the workplace
- Ability to work without direct supervision
- Ability to handwrite legible notes in logbooks
- Basic level of competency with computers to access internal emails, enter data and write reports

- Good interpersonal communication skills to interact with the public and enforce policies and procedures effectively
- Knowledge of ice resurfacers
- Ability to remain calm and follow facility emergency procedures in the event of an incident
- Some knowledge of plant and lawn care

**OTHER**

- Able to work a variety of hours and shifts, including but not limited to evenings, weekends, and holidays

*Safety is Everyone's Responsibility - All facility staff, including the Facility Maintenance Worker, are responsible for recognizing and immediately dealing with urgent safety and health issues when and where they arise. All facility staff are responsible for recognizing and reporting non-urgent safety issues to their manager or another appropriate manager in a timely manner.*

I have read and understand this job description.

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Employee Print Name

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Date