

EXTERNAL POSTING

FACILITY MAINTENANCE WORKER, FT (TEMP)

POSTING No: 2021-21

POSTING DATE: October 28, 2021

POSTING EXPIRY DATE: until filled

Strathcona Regional District is seeking a **temporary** full-time Facility Maintenance Worker for the Strathcona Gardens Recreation Complex to work varying shifts including days, evenings and weekends **up to and including January 26, 2022**. 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 building, grounds and mechanical assets at Strathcona Gardens Recreation Complex. 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 is occasionally required to assist other staff with patrons who are not abiding by the rules of the complex.

REQUIRED EDUCATION

- Grade 12

REQUIRED EXPERIENCE

- One year of related experience

REQUIRED LICENCES, CERTIFICATES AND REGISTRATIONS

- Refrigeration Operator certificate or
 - Refrigeration Operator's course and passed the Technical Safety BC Refrigeration (TSBC) Operator's examination with only required hands on qualifying hours remaining, to be completed within one year from hire date and meeting TSBC acceptable standards.
- BC Driver's License – Class 5
- Standard First Aid and CPR Level C with AED
- Pool Operator 1 and 2 (complete level 1 within three months and level 2 within nine months from hire date)
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Successful candidates will be required to complete a criminal record check and become a member of the United Steelworkers, Local 1-1937. The current rate of pay for this position is \$27.75 per hour (2020 rate) plus 15.1% pay in lieu of holidays, benefits and statutory holidays.

HOW TO APPLY:

Please forward your cover letter, resume and copies of your certificates to hr@srd.ca quoting "Posting 2021-21 Facility Maintenance Worker, Full-Time Temporary" in the subject line of your application.

Strathcona
REGIONAL DISTRICT



301 - 990 Cedar Street,
Campbell River, BC V9W 7Z8
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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 building, grounds and mechanical assets at Strathcona Gardens Recreation Complex. 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 is occasionally required 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 communicates pertinent information by writing in maintenance logbooks and speaking to peers and supervisors as required.
- Performs scheduled/preventative maintenance as well as unscheduled/unanticipated maintenance
- Monitors, maintains, services and cleans sewer, grounds, building, fire and life safety systems, arena, ice plant, pools, HVAC, plumbing, gas, electrical and communication systems. Arranges servicing with outside contractors if task is outside licensed and/or ticketed competencies
- Monitors and replaces lighting in all areas of the facility
- Inspects, repairs and maintains tools and equipment
- Performs pool water chemistry tests for quality control and adjusts chemicals as required to maintain safe and healthy pool water quality
- Monitors chemical usage for pools, arenas and all other equipment of the facility and contacts Operations Lead Hand and Facility Operations Supervisor to ensure chemical inventories are adequately maintained in response to changes in usage
- Using paper and electronic forms, completes incident reports, makes log entries, logs outside contractors' time and activities
- Communicates with service providers to ensure facility is operational for patron use
- Makes ice, maintains and removes ice, operates the ice re-surfacer and edger, measures ice thickness to ensure user group and public safety
- Inspects and repairs rink boards to ensure user group and public safety
- 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 and showers
- Cleans pool deck and pool changerooms
- Cleans arena stands, dressing rooms and washrooms
- 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, orders evacuations, calls for emergency responders
- With manual and/or powered equipment weeds flowerbeds, trims shrubs, mows grass, removes leaves, snow and ice outside the facility
- Checks the facility bookings to ensure that ice is cleaned and safe for the user groups daily schedule, and that rooms are set up appropriately
- Maintains the security of the building by activating the facility alarm and checking that all doors and windows are secured at the end of each shift or when areas of the building are not in use
- Maintains order in the behavior of users and patrols the facility to prevent theft and vandalism
- Conducts safety checks on equipment before use
- Safely uses ladders and facility elevated work platforms to complete assigned duties
- 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 of related experience

PREFERRED EXPERIENCE

- One year of ice making experience including familiarization with ice in and ice out procedures

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- Standard First Aid and CPR Level C with AED
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PREFERRED LICENCES, CERTIFICATES AND REGISTRATIONS

- Confined Space certificate
- Aerial Work Platform certificate
- Current Fall Arrest certificate
- Transportation of Dangerous Goods certificate
- Building Service Worker Level 1 and 2 certificates
- Ice Facility Operator certificate

KNOWLEDGE, SKILLS AND ABILITIES

- Physical ability to do the work
- Mechanical aptitude
- Ability to read facility drawings, equipment manuals, policies, procedures, memos, material safety data sheets (MSDS), 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 resurfacing equipment
- Ability to remain calm and follow facility procedures in the event of an emergency
- 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.

Employee Print Name

Date