

The Township of Huron-Kinloss

POSITION DESCRIPTION

Position Title: Facility Maintainer			
Reports to:	Facility and Park Supervisor	Last Revision Date	November 2016
Department:	Community Services	Positions Supervised:	None
Position Status:	Full Time	Job Grade:	
Nature and Scope of Position: Responsible for the general maintenance of all aspects of parks and facility maintenance and any other services provided by the community services department as required.			
Key Result Areas	Major Responsibilities	Success Indicators	
Delivery of Programs and services	<ul style="list-style-type: none"> • Completes general maintenance of all parks and facilities, as required, including a variety of repairs, and minor electrical and plumbing repairs. • Maintains all facilities in a clean and safe manner, including floors, washrooms and any other janitorial duties. • Maintains all parks in a clean and safe manner, including cutting grass, flower bed maintenance, picking up litter. • Assists in the installation, maintenance, removal of the ice surface. • Assists in arrangements for functions or events. 	<ul style="list-style-type: none"> • Clean and safe facilities • Clean and safe parks. • Events run smoothly with minimal complaints. • Accurate and efficient delivery of dressing room service. 	

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	<ul style="list-style-type: none"> • Liaises with Public Works Department in order to maintain the parks, and assist with community events. • Delivery of dressing room alcohol service including taking payment, completing inventory and delivering alcohol and monitoring customer consumption. • Completes locates, burials and maintains cemetery grounds, in absence of the supervisor. • Supervises the ticket booth, selling tickets and receiving payments. • Provides guidance to the seasonal student positions 	<ul style="list-style-type: none"> • Accurate locates and burials; clean and safe cemetery grounds. • Balanced receipts.
<p>Equipment Operation and Maintenance</p>	<ul style="list-style-type: none"> • Maintains all equipment and vehicles, including parks equipment. • Maintains and operates compressors and condensers, completing scheduled checks, logging findings and troubleshooting problems. • Operates the Olympia, the ice resurfacers, and the ice edger • Operates lawn mowers, trackless tractor, and bucket tractor • Operates company vehicles, chainsaws, and trimmers 	<ul style="list-style-type: none"> • Equipment is maintained safe and operable • Safe operation of all equipment and vehicles

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Administrative	<ul style="list-style-type: none"> • Completes a variety of reports, such as accident reports, vandalism reports, log book reports, etc. • Orders cleaning supplies, for all facilities, as required. 	<ul style="list-style-type: none"> • Accurate and efficient logs and reports • Sufficient household supplies
Teamwork	<ul style="list-style-type: none"> • Works cooperatively with team members and staff in other departments to ensure necessary workflow and coverage. • Provides support and back up to other staff in department as necessary. • Assists in establishing, maintaining and achieving goals, objectives and work plans. • Remains current on and adheres to corporate and departmental policies and procedures. • Ensures that own work is performed in a safe manner according to health and safety guidelines and procedures. 	<ul style="list-style-type: none"> • Adheres to corporate and departmental policies and procedures. • Successful completion of WHMIS and Health and Safety Training. • Attendance at and completion of all training required by the Township of Huron-Kinloss.
Public Relations/Customer Service	<ul style="list-style-type: none"> • Assists in responding to public inquiries and complaints. • Ensures the safety of facility users and provides crowd control including escorting and requesting spectators to leave. 	<ul style="list-style-type: none"> • Satisfied customers and department heads • Safe community events
Other related duties as assigned.		

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Qualifications
<p>Education:</p> <ul style="list-style-type: none">• Secondary school diploma or equivalent• Specialized training in facility maintenance, ice making and maintenance (ORFA courses).• Training on specialized equipment; e.g., Olympia.
<p>Experience:</p> <ul style="list-style-type: none">• facility or equipment maintenance
<p>Skills:</p> <ul style="list-style-type: none">• Ability to work alone or in a team• Good communication skills• Ability to perform preventative and routine type maintenance on a variety of equipment
Physical Effort & Working Conditions
<ul style="list-style-type: none">• Work is typically performed in an environment with regular exposure to hazards.• The mental effort requires a reasonable degree of concentration on a variety of activities.• There are many interruptions and deadlines.• Problems to be addressed require routine problem solving.• Required to interact politely and effectively with the general public.• Hours of work can vary with overtime required.• Continuous requirement for moderate physical effort in operating equipment and performing maintenance and repairs.• Work generally has a moderate risk of injury.

The Township of Huron-Kinloss is committed to providing information in the format that meets your needs. We have made every attempt to make documents accessible but there may still be difficulty in recognizing all of the information. Please contact us if you require assistance and we will make every attempt to provide this information in an alternative format.