

FACILITY SERVICES OPERATOR (ARENAS)

REPORTS TO: Facility Services Supervisor and FS Assist Coordinator

DATE: Dec 2023

APPROVED BY:

EXEMPT (Y/N): No

DIVISION: Facilities Services

SALARY LEVEL: Grid 1, Band 8

DEPARTMENT: Community Services

Replaces: *Facilities Operator I - Arenas*

Date: *Nov 2020*

SUMMARY: Working within a community development philosophy and reporting to the Facility Services Supervisor and the Facility Services Assistant Coordinator, the Facility Services Operator performs minor maintenance tasks and equipment checks for ice arenas operated by the Regional District; operates facility equipment as required.

KEY RESPONSIBILITIES *include the following:*

1. To perform minor servicing and maintenance of facilities' equipment such as pumps, motors, HVAC systems and other related equipment as directed
1. To operate facilities' equipment in accordance with established procedures utilizing effective time management
2. To perform minor maintenance duties such as painting, carpentry, welding and construction
3. To maintain WHMIS program for facility.
4. To ensure Sunshine Coast Regional District policies, Occupation Health and Safety policies and all applicable Workers' Compensation Board regulations are followed.
5. To comply with, and promote, safe work practices and procedures in order to effect a safe and healthy work environment.

TYPICAL ACTIVITIES *include the following: Other activities may be assigned.*

1. Performs minor maintenance such as replacing fluids and refueling equipment/vehicles
2. Assists in the ice installation; ice painting and associated activities
3. Operates ice resurfacer and power ice edger in an efficient and safe manner
4. Reads gauges and performs routine safety and maintenance checks on equipment and take corrective measures as and when required

5. Completes maintenance and incident and accident reports as required
6. Opens and closes facilities and provides security throughout course of shift
7. Directs the evacuation of staff and patrons in the event of an emergency
8. Maintains WHMIS program for facility including updating MSDS, ordering supplies and ensuring compliance
9. Performs janitorial tasks when required such as cleaning washrooms and dressing rooms
10. Acts as shift supervisor for other facility staff as required
11. On occasion, required to take cash, sharpen skates, performs general computer work such as email communication and typing word documents

KEY RELATIONSHIPS *To perform the typical duties of this job successfully, an individual must have contact with certain people that are not in the direct reporting relationship.*

- General Public
- Parks & Recreation supervisors and staff
- Contractors; suppliers
- Representatives of other agencies/governments (Police, Fire, Ambulance)

DECISION MAKING AUTHORITY *Decisions that are made in carrying out the typical duties of the job without referring to the Manager.*

- Scheduling and prioritizing of duties
- Addressing safety concerns
- Deciding on matters to be reported to Supervisor
- Decisions involved in the safe operation and routine maintenance or the reporting of required maintenance/repair for assigned tools and equipment.
- Implementation of safety regulations and policies in day-to-day work.

PROBLEM SOLVING RESPONSIBILITY

- Dealing with general maintenance and safe operation of equipment and vehicles
- To resolve problems where there may be an immediate concern with regard to property damage and/or public, co-worker or individual safety.

QUALIFICATION REQUIREMENTS *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required.*

FORMAL EDUCATION AND TRAINING

- Completion of Grade Twelve (12) or equivalent
- Completion of post-secondary training, from a recognized post-secondary institution in carpentry or plumbing is preferred.
- Ice Facility Operator Certificate OR 5th Class Refrigeration Certification
- Occupational First Aid Level 1 (OFA 1) or equivalent
- Propane Dispensing Ticket
- Valid class 5 BC driver's licence

EXPERIENCE

- A minimum of twelve (12) months experience working in a related field including:
 - Satisfactory experience in general construction and maintenance work specifically in conducting routine plumbing, electrical, carpentry, repairs and improvements.

OTHER SKILLS/KNOWLEDGE

- Working knowledge of the principles, practices, methods and types of materials used in the general construction and maintenance work
- Knowledge of applicable Workers' Compensation Board requirements, especially confined space entry requirements and use of SCBA
- Ability to understand and effectively carry out oral and written instructions with a minimum of supervision
- Ability to perform a variety of skilled manual tasks and use independent judgment in construction and maintenance operation
- Ability to maintain preventive maintenance and service records
- Skilled in the use of a variety of power and other hand tools and the equipment common to general construction and maintenance work
- Ability to communicate, with courtesy and tact, when explaining or exchanging information
- Must have sufficient physical strength and agility to perform the work
- Successful results from RCMP Criminal Records Check
- WHMIS

MEASUREMENT DATA *(to be used in combination with the SCRD Core Competencies)*

- Schedules followed; duties carried out effectively
- Safety procedures followed 100%
- Department equipment, tools and company vehicles maintained and operated safely
- Maintains a good working relationship with all staff, public and contractor(s)

SUPERVISORY RESPONSIBILITIES

- None

ADDITIONAL INFORMATION

- Must be available to work shift work i.e. early mornings, evenings and weekends.
- The incumbent is expected to support Corporate sustainability and workplace safety objectives.

FACILITY SERVICES OPERATOR (POOL)

REPORTS TO: Facility Services Supervisors

DATE: Dec 2023

APPROVED BY: Ken Robinson

EXEMPT (Y/N): No

DIVISION: Facility Services and Parks

SALARY LEVEL: Grid 1, Band 6

DEPARTMENT: Community Services

Replaces: *Facilities Operator I (Pool)*

Date: *June 2016*

SUMMARY: Working within a community development philosophy and reporting to the Facility Services Supervisors, the Facility Services Operator (Pool) performs minor maintenance tasks and equipment checks for pool facilities operated by the Regional District; operates facility equipment as required.

KEY RESPONSIBILITIES *include the following:*

1. To perform minor servicing and maintenance of facilities' equipment such as pumps, motors, HVAC systems and other related equipment as directed.
2. To assist the Facilities Services Supervisors with pool inspections and operations and to perform routine pool safety and maintenance checks.
3. To perform checks and minor maintenance on fitness equipment.
4. To perform administrative and record keeping.
5. To perform minor maintenance duties such as painting, carpentry and construction work.
6. To ensure Sunshine Coast Regional District policies, Occupation Health and Safety policies and all applicable Workers' Compensation Board regulations are followed.
7. To comply with, and promote, safe work practices and procedures in order to effect a safe and healthy work environment.

TYPICAL ACTIVITIES *include the following: Other activities may be assigned.*

1. Performs minor maintenance such as replacing fluids.
2. Performs pools tests, reads gauges and adjust chemicals in pool accordingly; ensure scheduled maintenance tasks are completed; performs backwashes, cleans strainer and other maintenance tasks.
3. Records and maintains records such as chemical and maintenance sheets, safety inspections, checklists and maintains inventory documentation.

4. Reads gauges and performs routine safety and maintenance checks on equipment.
5. Performs janitorial tasks when required.

KEY RELATIONSHIPS *To perform the typical duties of this job successfully, an individual must have contact with certain people that are not in the direct reporting relationship.*

- General Public
- Parks & Recreation supervisors and staff
- Contractors; suppliers

DECISION MAKING AUTHORITY *Decisions that are made in carrying out the typical duties of the job without referring to the Manager.*

- Scheduling and prioritizing of duties.
- Addressing safety concerns.
- Deciding on matters to be reported to Supervisor.
- Decisions involved in the safe operation and routine maintenance or the reporting of required maintenance/repair for assigned tools and equipment.
- Implementation of safety regulations and policies in day-to-day work.

PROBLEM SOLVING RESPONSIBILITY

- Dealing with general maintenance and safe operation of equipment and vehicles.

QUALIFICATION REQUIREMENTS *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required.*

FORMAL EDUCATION AND TRAINING

- Completion of Grade Twelve (12) or equivalent.
- Pool Operator Level II Certification.
- Occupational First Aid Level 1 (OFA 1) or equivalent
- Completion of post secondary training, from a recognized post secondary institution, in carpentry or plumbing is preferred.
- Valid class 5 BC driver's licence.

EXPERIENCE

- Minimum of twelve(12) months experience working in a related field including:
 - Satisfactory experience in general construction and maintenance work specifically in conducting routine plumbing, electrical, carpentry, repairs and improvements.

OTHER SKILLS/KNOWLEDGE

- Sound working knowledge of the principles, practices, methods and types of materials used in the general construction and maintenance work.
- Knowledge of applicable Workers' Compensation Board requirements, especially confined space entry requirements and use of SCBA
- Ability to understand and effectively carry out oral and written instructions, with a minimum of supervision.
- Ability to perform a variety of skilled, manual tasks, and use independent judgment in construction and maintenance operation.
- Ability to maintain preventive maintenance and service records.
- Skilled in the use of a variety of power and other hand tools and the equipment common to general construction and maintenance work.
- Ability to communicate with staff and the public, with courtesy and tact, when explaining or exchanging information.
- Must have sufficient physical strength and agility to perform the work.
- Successful results from RCMP Criminal Records Check.
- WHMIS

MEASUREMENT DATA *(to be used in combination with the SCRD Core Competencies)*

- Schedules followed; duties carried out effectively
- Safety procedures followed 100%
- Department equipment, tools and company vehicles maintained and operated safely
- Good working relationship with all staff, public and contractor(s)

SUPERVISORY RESPONSIBILITIES

- None

ADDITIONAL INFORMATION

- Must be available to work shift work i.e. early mornings, evenings and weekends.
- The incumbent is expected to support Corporate sustainability and workplace safety objectives.