

**DISTRICT OF ELKFORD
EMPLOYEE POSITION DESCRIPTION**

Position Name: Maintenance 3 **Date of Revision:** November 16, 2006

Classification: CUPE, Schedule A **Date of Last revision:** Unknown
Operator 3 / Maintenance 3

Weekly hours: 40 hours, 8 hours a day

Schedule of hours: Varied, as scheduled

Approval:

Chief Administrative Officer

Supervisor

Nature of Work:

Under the immediate direction of the Operations Supervisor, and the overall direction of the Director, Leisure Services, the position performs a variety of general and specific duties in the operation of equipment, which is self-propelled or mounted on truck chassis; maintenance tasks related to facilities, grounds, equipment, irrigation systems, operation and maintenance of the refrigeration plant, installing and maintaining artificial ice for arena/curling use, and janitorial/labourer work. The position exercises proficient judgment and initiative. This is a full experienced working level. The position is fully responsible for own safety and the safety of others, and can be called upon to supervise others.

Duties and Responsibilities include:

- Operate equipment, such as ice resurfer, tractor with plow attachment, grass-cutting machines, snow blowers (walk-behind), etc.;
- Maintain equipment, buildings and machines (preventative maintenance) – advanced skill level;
- Perform labourer duties such as snow and ice removal;
- Maintain grounds such as weeding, seeding, and installing sod;
- Maintain and repair of the irrigation systems;
- Prepare sports-fields for use;
- Maintain equipment log records;
- Install and maintain arena / curling ice surfaces and surrounding areas – advanced skill level;
- Perform safety and security checks of facilities, equipment, property, and vehicles on daily basis;
- Perform and supervise janitorial duties;
- Maintain, operate, service, and repair the refrigeration plant;
- Enforce facility rules and regulations;
- Identify and control risks
- Documentation / reporting of fire and medical emergencies;
- Provide assistance to the public as required;
- Coordinate special events set-up and takedown; and
- Other related duties as assigned.

Qualifications and Experience

- High School Diploma;
- Valid BC driver's license (class 5) and air brakes endorsement;
- Current First Aid, and CPR Certification, AED Certification an asset;
- Risk Assessment Certification;
- Building Services Worker 3 Designation (According to RFABC Course Guidelines);
- Facility Operator Certification;
- Arena Operator 1 and 2 Certification;

- Curling Ice Technician Levels 1 and 2 Certification;
- Valid BC 5th Class Power Engineer Certification (Refrigeration Endorsement);
- Pesticide Applicators' Certification;
- Pool Operator Level 1 Certification, Level 2 would be an asset;
- Occupational Health and Safety Regulations and WHMIS knowledge;
- Technical certification/diploma in building operations/recreation facility operations would be an asset;
- Five-years working experience in the Parks and Recreation field – particularly in ice and grounds maintenance, ice making, refrigeration plant maintenance, and irrigation systems maintenance; and
- Physically fit.

Interview and/or skill assessment may be required. Applicants without full qualifications or experience may be considered. The successful candidate will be required to provide a satisfactory Driver's Abstract and may be required to provide a Criminal Record Check.