



Arena Maintenance Worker Job Description

Job Information

Title:	Arena Maintenance Worker
Department:	Recreation
Immediate Supervisor:	Director of Recreational Services
Rate of Pay:	Per CUPE Local 259 Collective Agreement
Hours of Work:	Per CUPE Local 259 Collective Agreement
Benefits:	Per CUPE Local 259 Collective Agreement

Job Summary

The Arena Maintenance Worker will perform maintenance duties and operate tools, vehicles and equipment in a safe and appropriate manner in order to perform required and assigned duties. The operator will be an effective team member whose contributions will assist in the achievement of departmental objectives.

Organizational Status

The Recreation Department manages the delivery of municipal recreation services, including recreation programs, outdoor rinks, playgrounds and sports fields; and the care and maintenance of municipal recreation facilities, community centers and halls.

The Department works closely with other municipal departments and provides assistance to them on an as required basis.

Essential Duties and Responsibilities

1. Operate small tools/equipment, vehicles, and the ice resurfacers in a safe and appropriate manner.
2. Perform a wide range of facility based operational activities and maintenance.
3. Perform general labour, maintenance and repair activities on municipal recreational facilities and lands including, but not limited to outdoor rinks, playgrounds, sports fields, community centers and halls.
4. Perform ice maintenance and operation of all refrigeration equipment.
5. Perform mechanical and technical maintenance of ice resurfacing equipment, refrigeration systems, heating and ventilation systems, as well as pool chemistry and filtration systems.
6. Perform general maintenance and repair activities on vehicles and equipment including, but not limited to, daily inspections, cleaning, greasing and minor repairs.
7. Assist with the set-up and clean-up of special functions.
8. Participate and perform facility program and maintenance activities as required.
9. Maintain daily vehicle and equipment usage records.
10. Maintain effective, professional, courteous and respectful communications with supervisors, other staff, and the general public.
11. Attend and participate in scheduled meetings (departmental or other) and training sessions.
12. Ensure compliance with and perform all duties in accordance with Provincial Legislation and related Regulations as well as municipal policies, procedures and guidelines; established operational work plans; and directives provided by supervisor or designate.



Required Education / Work Experience

1. A Grade 12 education in Ontario or one of the following equivalent qualifications:
 - (a) A secondary school graduation diploma from any other Canadian province or territory or the United States;
 - (b) A General Educational Development (GED) certificate issued by a Canadian province or territory or the United States;
 - (c) A transcript, diploma, degree or certificate from another country, assessed at an Ontario OSSD level by a recognized assessment service;
 - (d) A two to three year diploma, three to four year degree or a postgraduate degree from a recognized/accredited university or community college from Canada or the United States;
 - (e) A postsecondary diploma or degree from outside Canada or the United States that has been assessed as equivalent to a Canadian postsecondary diploma or degree by a recognized assessment service;
 - (f) A certificate of completion for an academic upgrading program from Ontario or another Canadian jurisdiction that is accepted by an Ontario college of applied arts and technology for entry into an Ontario postsecondary program;
 - (g) A certificate of apprenticeship in any trade from Ontario or other Canadian jurisdiction;
 - (h) A certificate of completion of a trade-specific training program from an Ontario college of applied arts and technology that has been approved by the Ministry of Training, Colleges and Universities.
2. A valid class "G" licence and satisfactory driving record.
3. Three years of directly related work experience. Otherwise, the completion of a Basic Refrigeration, Ice Making and Painting Technologies, Ice Maintenance and Equipment Operations, or other mechanical course in combination with relevant experience may be deemed equivalent.
4. The following certifications are considered an asset:
 - Certified Arena Refrigeration Plant Technician (CARPT)
 - Certified Aquatic Technician (CAT)
 - Certified Grounds Technician (CGT)
 - Certified Ice Technician (CIT)

Skills and Abilities / Work Demands

1. Demonstrated ability to operate small tools/equipment and light duty vehicles in a proficient manner.
2. Working knowledge of HVAC, arena refrigeration, and pool filtration systems.
3. Demonstrated carpentry and/or plumbing skills are considered an asset.
4. Knowledge of Provincial legislation and regulation including the Occupational Health & Safety Act, and related on-the-job training (e.g. Safe Ice Resurfacers Operator, Confined Space Entry, Working at Heights, Propane Handling, WHMIS, First Aid & CPR).
5. Physical ability to lift and carry equipment and supplies weighing up to 50 kg, push and pull equipment and parts weighing up to 100 kg, independently or assisted; to walk, stand, sit, lift from floor to waist, lift from waist to shoulder, climb stairs, and climb ladders and any other physical ability required to perform assigned duties.
6. Ability to work shift work (days, evenings, nights), overtime, weekends or unscheduled call-ins.
7. Ability to work outdoors in varying weather conditions.
8. Functional computer skills, including the ability to use an email or web browser application.
9. Ability to deal effectively with complaints from the public and the skill to direct their concerns to a member of the municipal personnel who is best able to respond to the inquiry.
10. Ability to complete various forms and other basic written communications.
11. Ability to receive and comprehend instructions; work in a team environment; interact positively with supervisors, other staff, and the general public; as well as support and project values compatible with the organization.
12. Demonstrated excellent interpersonal and communication skills.



Other

The statements contained in this job description reflect general details necessary to describe the principal duties and responsibilities, the education and work experience, and the skills and abilities required. It should not be considered an all-inclusive listing of work requirements. Individuals may be required to perform other duties as assigned as well as work in other departments to cover absences, provide relief, equalize peak work periods, or balance workloads.