

*The City of Trail*

**JOB DESCRIPTION**

**TITLE: RECREATION FACILITIES MAINTENANCE TECHNICIAN**

**DEPARTMENT: PARKS AND RECREATION**

**REPORTS TO: RECREATION AND FACILITIES MAINTENANCE FOREMAN**

➤ *This position is within the Bargaining Unit – CUPE, Local 2087*

***POSITION SUMMARY***

Reporting to the Recreation Facilities Maintenance Foreman, the Recreation Facilities Maintenance Technician assists with the operation of City's parks and recreational facilities. This position requires excellent customer service skills, a strong mechanical aptitude, and an ability to perform event production and custodial work. A regular work schedule may include day and afternoon shifts, with possible days off during weekdays. This position is subject to regular performance planning and review.

***CLASSIFICATION***

Physical, semi-skilled work of a moderate complexity, variation, and responsibility. Job specific certification and strong initiative is required while working with some latitude of action.

***GENERAL DUTIES AND REPONSIBILITIES***

1. Prepare facilities for use as per daily schedules which include facility rentals, recreational programs, and special events.
2. Assist the Maintenance Foreman with the organization and guidance of staff; planning and execution of janitorial and ice maintenance, event and program setups, facility maintenance, seasonal shutdowns, and special projects.
3. Work cooperatively with stakeholders such as event and program coordinators, Public Works, City Hall staff, and contractors.
4. Deal with minor operational problems, as directed by the Maintenance Foreman, such as attending to emergency situations to render equipment safe for operational use according to specified operating procedures and guidelines; staff shortages; power and electrical failures; and patron emergencies, etc.
5. Adhere to job specific policies and procedures.
6. Assist with additional related duties and projects as required

***SPECIFIC DUTIES***

***Building Operations***

1. Support facility operations staff in effective and safe work methods; help ensure that the work and duties of other staff are fulfilled as required and/or in compliance with regulations.
2. Operate all physical plants; including heating, ventilation, air conditioning, and hot water equipment, ice refrigeration equipment and water filtration systems. Monitor systems'

effective operation; report necessary repairs and maintenance, and maintain related records and logs.

3. Maintain compliance with regulations governing the safe operation of a refrigeration plant. Operate all refrigeration plant equipment as per manufacturer and installation guidelines.
4. Perform maintenance on refrigeration and pool equipment as per manufacturer and installation guidelines.
5. Support maintenance and asset management programs by keeping records of planned, preventative, and proactive maintenance tasks; equipment condition monitoring, repairs, and replacement; etc.
6. As permitted under the Safety Standards Act, perform or assist with painting and maintenance of recreational and fitness equipment, building mechanical systems, and related components.
7. Operate and perform basic maintenance of various equipment, including, but not limited to the ice resurfer, ice edger, skate sharpener, floor scrubbers, snow blower, and half ton truck as per manufacturer guidelines. Maintain related records and logs, and report any abnormalities.
8. Lead and assist with all aspects of ice installation, maintenance, removal, and related record keeping.
9. Perform, and assist staff with janitorial duties including, but not limited to, sweeping, mopping, washing and waxing floors; cleaning hallways, change rooms, windows, bleachers, and washrooms; unstopping sinks, toilets and drains; checking and replenishing supplies.
10. Conduct the conversion and preparation of facilities for events and programs including the assembly, setup and teardown of staging, curtains, scaffolding, tables, chairs, sport and recreation equipment, etc.
11. Prepare playground equipment and park grounds as per daily schedules, including dragging and marking out ball lines, moving bases, goals, and bleachers while guiding staff involved in doing the same.
12. Monitor the buildings mechanical systems, primarily using the DDC Control System, and adjust settings as per daily schedules while responding appropriately to abnormalities.
13. Perform equipment and facility inspections, as directed, to identify necessary repairs and maintenance while ensuring the overall safety and security of facilities, staff, and patrons.
14. Adhere to all established safe work practices, procedures, and regulations; including the City of Trail's OHS Programs and operations manuals.
15. Monitor the behavior of patrons to ensure that rules and regulations governing the use of facilities are adhered to.

#### *Administration*

1. Assume the role and responsibilities of Recreational Facilities Maintenance Foreman in their absence, as assigned by management.
2. Operate the skate shop when required.
3. Attend meetings as requested, including, but not limited to staff meetings, event and program planning, and safety committee meetings.
4. Under the direction of the Recreational Facilities Maintenance Foreman, inventory and purchase, or order, supplies and equipment required for the operation of the facilities, equipment, systems, and grounds that are assigned to this position while adhering to established purchasing procedures.

### ***ESSENTIAL QUALIFICATIONS***

1. Minimum 5 years of experience working within recreational facilities.
2. Valid 4<sup>th</sup> Class Power Engineer certification.
3. Considerable knowledge of recreational facility operations including janitorial, building trades, ice maintenance, refrigeration plant operation, pool systems operation, and park, playground and playing field maintenance.
4. Required certifications:
  - Level 1 Ice Technician
  - Pool Operator Levels I and II
  - Building Service Worker Certification
  - Occupational First Aid Level 1
  - Current WHMIS Training
  - Transportation of Dangerous Goods Certification
5. Minimum High School Diploma (Grade 12 or GED)
6. Valid BC Driver's Licence – minimum class 5
7. Required to obtain criminal record clearance

### ***DESIRABLE QUALIFICATIONS***

1. 3-5 years supervisory experience
2. Trades qualification directly related to the position
3. Post-secondary diploma/degree in a related field.

### ***COMPETENCIES (Knowledge, Skills, and Abilities)***

1. Ability to deal effectively and courteously with the public and fellow staff members, including facility operations staff, event and program coordinators, Public Works, and City Hall personnel.
2. Ability to guide and oversee the work of others; provide direction on work methods and procedures; resolve minor operational or staff problems in the absence of the Maintenance Foreman.
3. Facilitate an exceptional customer experience and maintain positive working relationships with the public, partners, and community organizations.
4. Strong interpersonal skills: written and oral communication; time management; goal setting; priority management; ability to receive, give, and carry out instructions.
5. Ability to adjust and work within the demands of a heavy schedule including meeting the demands of multiple events and programs held at various facilities.
6. Proven leadership skills including supervising, mentoring and coaching.
7. Excellent judgment in making critical decisions independently and without supervision.
8. Good computer skills, including demonstrated ability in the use of Windows and MS Office Suite software, as well as maintenance and mechanical systems software.
9. Ability to perform routine physical labour while observing equipment in operation, identify malfunctions, and report or coordinate repair work when appropriate.
10. Ability to perform administrative tasks, such as maintain records, complete forms, and compile simple reports.
11. Must have strong mechanical aptitude and working knowledge of codes and regulations governing public facilities.

12. Complete knowledge of ice-making methods, re-surfacing equipment, ammonia refrigeration systems, and the ability to operate equipment related to the work.
13. A sound knowledge of WHMIS, safety and personal protective equipment, and safe work practices and procedures.
14. Thorough understanding of the materials, methods and equipment used in janitorial and building maintenance work.
15. Ability to work varying shifts at a variety of parks and recreational facilities.

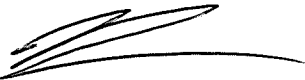
***WAGES***

As per the Collective Agreement.

***HOURS OF WORK***

As per the Collective Agreement.

**Approved by:**



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**CUPE, Local 2087 representative**



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**City of Trail representative**

**Date** February 12, 2024

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