

FACILITY OPERATOR

JOB SUMMARY:

Under the supervision of the Facility Supervisor, the Facility Operator performs ice resurfacing operations; monitors the arena's physical plant and maintains building security; carries out janitorial maintenance; carries out general facility maintenance and repairs; assists the public in their use of the REC Centre facilities and performs other duties as required. This position requires the incumbent to adhere to the District of Lillooet's policies and procedures.

DUTIES AND RESPONSIBILITIES:

1. Installs and removes ice; performs ice resurfacing operations in a safe manner; operates and maintains the ice resurfer and ice edger including completing checklists, maintaining tire pressure, greasing bearings and replenishing fluids; changes the ice resurfer's blades as they become dull; records ice measurements; floods, patches, builds and repairs ice as required.
2. Monitors arena's physical plant and maintains building security; taking, adjusting and recording readings of plant conditions; monitors all factors regarding safety and security of the public in relation to the operation and use of the facility; locks and unlocks doors to facilities and dressing rooms; ensures equipment is returned to its correct location; makes routine security checks throughout the facilities; takes and completes facility equipment inventory records.
3. Carries out janitorial maintenance: strips, waxes, polishes and buffs floors manually, or with cleaning equipment; vacuums and shampoos floor coverings and upholstered furniture; collects and removes garbage and litter from facilities and grounds; cleans furniture, rooms and fixtures, restrooms, windows, dishes and cutlery, removes snow from sidewalks; moves furniture and equipment; maintains inventory records of janitorial supplies; reports major repairs required and confirms when work has been completed.
4. Carries out general maintenance and repairs: repairs furniture, arena boards/glass, program equipment, locks, latches and hinges; unplugs sinks and toilets, changes faucet washers and taps; replaces lamps and switch plates; performs touch-up painting; maintains janitorial equipment in good repair.
5. Assists the public in their use of the REC Centre facilities: obtains all equipment required for events and activities for instructors and members of the public; rents skates; collects drop-in fees, sets up and takes down equipment for events; performs first aid as required, handles basic public enquiry's when office is closed; monitors performance of skate patrol and other casual staff working during their shift.
6. Performs other duties as required such as: delivery and pick up of correspondence, equipment and miscellaneous items; completes small to medium sized construction projects and minor plumbing and mechanical repairs.
7. Demonstrates a positive attitude towards facility users, user groups, general public and co-workers.
8. Due to the diverse nature of REC Centre operations all staff are expected to assist other co-workers as requested and to show flexibility and initiative in new or temporary assignments.

REQUIRED KNOWLEDGE AND SKILLS:

- Knowledge of standard methods, equipment and materials used in maintenance of buildings.
- Must be capable of carrying out duties without direct supervision.
- Ability to comprehend and effectively carry out oral and written instructions and maintain preventative maintenance and service records.
- Must have sufficient strength and agility to perform the required duties (i.e. move furniture and other objects and climb ladders).
- Tact and discretion is required to deal with or settle requests, complaints or for clarification of information.
- Proven ability to communicate and work effectively with co-workers and the public including children and youth.
- Working knowledge of WHMIS and WCB regulations and safework procedures.

MINIMUM TRAINING AND EXPERIENCE:

High School Diploma, plus preferred completion of a Building Service Maintenance course and/or Ice Makers Course Level 1 and successful completion of a Refrigeration Operator's Course. A minimum of six (6) months job related experience in operating ice resurfacing equipment or Building Maintenance is preferred.

REQUIRED LICENCES, CERTIFICATES AND REGISTRATIONS:

- Must pass a criminal record check in accordance with the District of Lillooet policy.
- Must acquire the necessary certification for fueling of propane cylinders and visual cylinder examination.
- A valid Class 5 BC Driver's License.
- Maintains current Standard first aid certificate or equivalent.

This description contains the elements necessary for the identification and evaluation of the job. It is not an exhaustive list of the duties to be performed.
