



EMPLOYMENT OPPORTUNITIES

Town of Hay River

Is accepting applications for

Facility Maintainer I

Job #: 18-01-011, Permanent, Full-time

Reporting directly to the Lead Hand – Facility Maintainer II, Recreation and Community Services, the Facility Maintainer is responsible for operating and maintaining recreation and other municipal facilities ensuring that clean, safe and healthy facilities are available.

The required knowledge, skills and abilities and attitudes for this position would normally be attained through completion of a High School Diploma plus up to two years of post-secondary education including trades apprenticeship or Recreation Facilities Operator training. Equivalencies will be considered.

The salary range for this position is \$24.93/hr to \$32.60/hr. plus an annual housing allowance of \$500.00 per month.

The successful candidate will be required to provide a satisfactory Vulnerable Sector Criminal Records Check prior to commencement of employment.

Closing Date: December 7, 2018 at 5:00 p.m.

If you are interested in this position, please submit a detailed resume and cover letter to the Town of Hay River in person or via email. Please indicate the position(s) you are applying for in your cover letter and indicate your desired or available start date.

For a job description on this position, please look for our job opportunities page at:

www.hayriver.com

For additional information please contact:

Town Office

Phone: 867-874-6522

Fax: 867-874-3237

Email: humanresources@hayriver.com



TOWN OF HAY RIVER – POSITION DESCRIPTION

IDENTIFICATION

Position Title	
Facility Maintainer	
Position Number	Reports to
	Lead Hand

PURPOSE

The Facility Maintainer is responsible for operating and maintaining recreation and other municipal facilities to ensure clean, safe and healthy facilities are available.

SCOPE

The position of Facility Maintainer reports directly to the Lead Hand, Director of Recreation & Community Services and works to operate recreation facilities and keep recreation and other municipal facilities/assets clean, safe and secure. Failure to provide adequate services will result in a lack of clean and safe recreation and sport facilities in the community. This would have an impact on the quality of life for all residents and would affect the health and wellness of community members.

The Facility Maintainer also works with staff from other Departments in coordinating maintenance and upkeep of municipal facilities/infrastructure under the direction of the Lead Hand.

RESPONSIBILITIES

1. Maintains and secures recreation and other facilities and assets for the Town. This includes but is not limited to:
 - Review all machinery trends, adjust as necessary
 - Repair mechanical systems as required
 - Monitor building maintenance requirements
 - Assist in maintenance of all recreation department assets and other Town assets/infrastructure as needed
 - Sign off on machinery as required by law
 - Record and catalogue maintenance activities
 - Identify maintenance problems
 - Perform emergency repairs

- Follow up on work requests
 - Follow established preventive maintenance repairs
 - Report fire or medical emergencies
 - Maintain electrical, plumbing, heating and ventilation systems
 - Perform a safety and security checks of facilities daily
 - Ensure facilities are locked and secured when not in use
2. Operates, and ensures specific operating requirements are met to keep recreation facilities in good working order for public use. This includes but is not limited to:
- Undertake ice-making and ensure seasonal maintenance is upheld for the arena and curling rink
 - Perform landscaping and grounds maintenance in the summer months
 - Assist in the installation of playground equipment
 - Develop and maintain play spaces and ball diamonds
 - Inspect and repair playground equipment and playground areas
 - Undertake general custodial/janitorial work including cleaning washrooms/dressing rooms, rental space, bleachers and front lobby, winter sidewalk maintenance and miscellaneous errands such as picking up supplies, etc.
 - Perform a safety and security checks of facilities daily
 - Ensure facilities are locked and secured when not in use
3. Ensures and upholds a safety culture for the operation and maintenance of all recreation and other assets/infrastructure. This includes but is not limited to:
- Taking responsibility to model safe working practices
 - Working proactively to ensure users and clients use the facilities safely
 - Contributing to creating a culture of workplace safety with colleagues and others.
4. Perform other related duties as required.

COMPETENCIES

Competencies are the attitudes, attributes, behaviors or other personal characteristics that are needed to perform a job well. Competencies are intended to complement the credentials, education and technical proficiency that an individual typically brings to a position. The Town will support staff in enhancing their competencies and learning to apply competencies to their daily work.

The following core competencies are expected of all employees of the Town.

Organizational awareness – understands big picture of issues facing the Town and community; aware of community events and occurrences; values the place of the Town within the community, understands the connection between his/her role and the vision and mission of the Town.

Customer Service – balances the interests of clients; re-adjusts priorities to respond to pressing and changing client needs. Anticipates and meets the needs of clients; achieves quality end products; committed to continuous improvement of services; ambassador for the Town to customers and clients.

Manage Resources Wisely –recognizes the value of resources - whether they are financial, human, information, material, assets, etc. – and strives to use these prudently and sustainably, in the best interests of the Town.

Interpersonal skills – considers and responds appropriately to the needs, feelings and capabilities of different people in different situations; tactful, compassionate and sensitive; treats others with respect.

Oral Communication – makes clear and convincing points to individuals or groups; listens effectively and clarifies information as needed; facilitates an open exchange of ideas and fosters an atmosphere of open communication.

Written Communication – expresses facts and ideas in writing in a clear and organized manner

Problem Solving – identifies and analyzes problems; distinguishes between relevant and irrelevant information to make informed decisions; provides solutions to individual and organizational problems.

Continual Learning - grasps new information; recognizes own strengths and weaknesses; pursues self-development, seeks feedback from others and welcomes opportunities to learn new things.

Flexibility – open to change and new information; adapts behavior and work methods in response to new information; adjusts to new situations warranting attention and resolution.

Sound Decision-making – exercises good judgment in making decisions; seeks all the information to make informed decisions; perceives the impact and implication of decisions, even when data is limited, or solutions produce unpleasant consequences.

KNOWLEDGE and SKILLS

The following knowledge and skills are required for an individual to be able to perform the duties of this position:

- basic knowledge of preventative maintenance and operation of recreation facilities
- an understanding of relevant policies, procedures and rules
- knowledge of ice making and maintenance procedures
- basic knowledge of maintenance of plumbing and heating systems including boiler inspection and repair
- knowledge of emergency procedures, safety requirements, WHMIS, First Aid and CPR
- proficiency in the use of small hand tools and related equipment
- analytical and problem-solving skills
- mechanical skills
- effective verbal and listening communications skills

QUALIFICATIONS

The Facility Maintainer would normally attain the required knowledge, skills and attitudes through completion of a High school diploma plus up to two years of post-secondary education including trades apprenticeship or Recreation Facilities Operator training. Equivalencies will be considered.

WORKING CONDITIONS

Physical Demands

The Facility Maintainer can be a physically strenuous position. The incumbent will be expected to lift, carry and manage equipment and supplies. The incumbent may need to work long or odd hours at a time to complete special requests or projects, or to participate in supporting evening and off hour activities/events.

Environmental Conditions

The Facility Maintainer may work in a number of different facilities and outdoor locations. The incumbent may find the environments to be busy, noisy and will need stress management skills to manage in this context.

Sensory Demands

The situations and programs taking place in facilities maybe noisy and busy making it difficult for recreation facilities staff to concentrate; supervising in this context can be challenging. Cleaning materials and other tools/resources required for maintenance may be irritating to the skin.

Mental Demands

Stress can be caused by the volume of work to be completed in often challenging and changing environments. Pressure to meet deadlines and provide quality service can place considerable mental fatigue on the incumbent.

ADDITIONAL REQUIREMENTS

Position Security (✓ check one)

- No criminal records check required
- Position of Trust – criminal records check required**
- X Highly sensitive position – requires verification of identity and a criminal records check

CERTIFICATION

Position Title: Facility Maintainer

<p>_____ Employee Signature</p> <p>_____ Printed Name</p> <p>_____ Date</p> <p>I certify that I have read and understand the responsibilities assigned to this position.</p>	<p>_____ Supervisor Title</p> <p>_____ Supervisor Signature</p> <p>_____ Date</p> <p>I certify that this job description is an accurate description of the responsibilities assigned to the position.</p>
<p><i>"The above statements are intended to describe the general nature and level of work being performed by the incumbents of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position."</i></p>	