



Job Description

Facility Maintenance Technician

Castlegar & District Community Complex
Regional District of Central Kootenay

TITLE OF IMMEDIATE SUPERVISOR: Operations Supervisor

TITLE OF IMMEDIATE SUBORDINATES: Could vary by assignment

DEPARTMENT: COMMUNITY SERVICES – Recreation

SUMMARY OF POSITION:

Under the general supervision of the Operations Supervisor, the Facility Maintenance Technician is a skilled, trained and adaptable tradesperson responsible for the preventative maintenance and upkeep of the mechanical operations of our multi-use facilities. The Technician provides effective leadership for the preventative maintenance and operations of the facilities under the jurisdiction of the Castlegar & District Recreation Department (CDRD). This role requires considerable knowledge of best practices and operations of Recreation Facility Operations and will work to ensure the facility maintenance program is carried out according to policies, standards and regulations in order to optimize operational effectiveness, efficiency and safety.

This position will have considerable contact with RDCK employees, contractors and the public. It is the Technicians responsibility to foster a workplace environment that is oriented to trust, open communication and the safe and efficient operation of the facilities.

ROLE AND RESPONSIBILITIES:

1. Lead and provide guidance to the Operations Supervisor, Operations Staff and Manager on a preventative maintenance program that ensures the safe and long term effective operation of the CDRD Facilities.
2. On a proactive schedule, monitor, maintain and replace machinery and equipment to avoid breakdown and/or shutdown or disruption of service to the public.
3. Perform a variety of building and equipment maintenance duties and ensure operation of facility heating, air conditioning and exhaust units, water boilers and emergency lighting systems.
4. Operate the building(s) in an energy and utility efficient manner; review consumption trends regularly with operations staff and explain and troubleshoot variances and abnormalities
5. Support the Operations Supervisor in the cross-training and development of other facility maintenance employees.
6. remain current and up to date with new industry practices, legislative changes and new technologies;
7. Work co-operatively with Facility Operation Staff, Management, Project Managers and external

contractors to ensure the timely completion of maintenance projects.

8. Assist Operations Supervisor in determining tools, equipment and budget required for an effective preventative maintenance program for the facility.
9. Regularly inspect, operate and monitor the refrigeration plant. Read, interpret meters and gauges as well as perform calculations, tests and maintain report, logs and records; care for instruments and tools.
10. Perform regular inspection duties of pools. Operate and maintain a water quality control center, pump and filtration systems. Perform pool chemistry test to meet provincial standards for chlorine (free and combined), pH, alkalinity, hardness and TDS, as per regulations.
11. Oversee the maintenance of the arena ice surface to facility standards to ensure ice is safe, uniform and of desired hardness. Ability to effectively operate and maintain all equipment used to maintain an arena ice surface.
12. Assist with the annual removal and installation of an arena ice surface.
13. Assist with the shut down and restarting of building systems (ice plant, pools, boiler system) while monitoring for proper operation.
14. Perform repairs and maintenance tasks on mobile and stationary equipment including fitness equipment.
15. Supervise the public by enforcing rules and regulations.
16. Ensures operations records, files and documentation are maintained in an orderly, accurate and timely fashion
17. Perform routine security checks for facility opening and closing as required.
18. Assist the Operations Supervisor in the development of opening and closing procedures, Custodial requirements, safe operating procedures and overall guidelines for effective facility operation.
19. Answer inquiries and provide routine information and assistance to customers and user groups using the facilities.
20. Assist the operations staff, as required, in the general duties required to operate the facilities.
21. Other related duties as required

REQUIRED QUALIFICATIONS AND EXPERIENCE:

- Red Seal (or equivalent) Journeyperson's ticket in applicable trade with preference given to Industrial Mechanic (Millwright), Plumber or HVAC and Refrigeration Mechanic. Additional trades would be considered with an acceptable equivalent combination of education and experience.
- Experience or knowledge relating to the mechanical workings of large scale facilities.
- Valid B.C. Drivers License
- Standard First Aid and CPR
- Workplace Hazardous Materials Information System (WHMIS) 2015 Certification.
- Satisfactory Criminal Record

REQUIRED QUALIFICATIONS TO BE OBTAINED WITHIN ONE YEAR OF HIRE:

- Refrigeration Operator Certificate of Qualification
- Pool Operation Level 2 Certificate of Competency or equivalent

PREFERRED QUALIFICATIONS:

- Transportation of Dangerous Goods Certification (TDG)
- Class 4 Refrigeration Power Engineering Certification

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Strong mechanical aptitude
- Demonstrated ability to troubleshoot issues, develop and evaluate options and implement solutions
- Ability to manage time and coordinate independently, adjusting actions in relation to operational needs
- Demonstrated ability to perform routine maintenance on equipment and determine when and what type of maintenance is needed
- Independent judgement and decision making abilities to consider the relative costs and benefits of potential actions and choose the most appropriate one in consultation with Facility Management
- General knowledge of electrical, HVAC and plumbing systems with the willingness to continue learning
- General understanding of Building Management Systems (DDC controls)
- Ability to use and understand computer software including Microsoft office (excel, word)
- Knowledge of the operation of an arena refrigeration ice plant
- Knowledge of the principles of operation of heating, hot water, and ventilation units
- Knowledge of operation of pool filtration system, including UV and chlorine systems
- Ability to read, interpret meters and gauges as well as perform calculations, tests and maintain reports, logs and records
- Knowledge and ability to perform repair and maintenance tasks on buildings and components
- Knowledge of WHMIS procedures
- Knowledge of using, handling, and shipping of hazardous chemicals and dangerous goods
- Possess and demonstrate strong administrative and organizational skills
- Possess strong leadership, supervisory, mentoring and coaching skills
- Ability to deal courteously and effectively with the public
- Ability to work with minimal supervision, exercise considerable independence of judgment / action in the operation of equipment
- Willingness to work as a team member
- Ability to communicate effectively with co-workers and Supervisor

ACCEPTANCE:

I have read and discussed the expectations for this position. The associated tasks have been explained to me by my direct supervisor and I am prepared to accept these responsibilities.

_____	_____	_____
Employee Name	Employee Signature	Date
_____	_____	_____
Employer Representative Name	Employer Representative Signature	Date