



# Job Description

## Facility Maintenance 1

*Creston & District Community Complex*

Regional District of Central Kootenay

**TITLE OF IMMEDIATE SUPERVISOR:** Facility Working Foreman

**TITLE OF IMMEDIATE SUBORDINATES:** Could vary by assignment

**DEPARTMENT:** COMMUNITY SERVICES – Recreation

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### SUMMARY OF POSITION:

Perform building maintenance and janitorial work in multi-purpose facilities. Work is on an assigned shift under the limited supervision of a Facility Working Foreman. The work involves operating resurfacing and pool equipment; undertaking and performing limited construction or renovation projects; and performing routine janitorial duties. The worker must exercise care in routine dealings with other employees and provide assistance to the public using the facilities.

### ROLE AND RESPONSIBILITIES:

1. Without restricting the general nature and scope of the work, the following are illustrative examples of work that may be expected of this job description.
2. Perform plumbing, carpentry and painting work/repairs according to prepared specifications for construction and renovation projects of a limited nature relating to an existing facility.
3. Perform a variety of building and equipment maintenance duties and ensure operation of facility heating, air conditions and exhaust units, water boilers and emergency lighting systems.
4. Sweep, wash, wax and polish floors in public areas, hallways, washrooms, change rooms and related areas.
5. Wash hand basins, sinks, toilets and tile work; and replenish supplies in washrooms; and collect and dispose of refuse. Clean windows, doors, glass partitions and painted surfaces. Maintain a current certification by ensuring CEC requirements are met.
6. Perform regular inspection duties of ammonia refrigeration plants, brine transfer pump system, chiller oil level and regulate condenser coolant water flow. Use and care of instruments, tools and gauge readings, maintain flow, pressure and temperature charts, logs and records.
7. Perform repairs and maintenance tasks on mobile and stationary equipment, ice making and resurfacing equipment to ensure an ice quality standard is maintained.
8. Perform regular inspection duties of pools. Perform regular water tests for chlorine residual (free, total and combined), PH level, temperature and flow requirements and adjustments. Test water to ensure provincial standards are being met using chemical analysis such as: saturation index, calcium and alkalinity factors and total dissolved solids.
9. Set up tables, chairs, etc. in Complex facilities and rooms according to general plans and modify same as required according to request from users of facilities. Remove upon completion.

10. Supervise the public by enforcing rules and regulations, and also Fire Department occupancy regulations and evacuation procedures.
11. Perform routine security checks that include building lock up.
12. Answer inquiries and give out routine information and assistance to the public when required.
13. Maintain grounds in accordance with the yard duty check list; cut and trim grass; check playground and volleyball courts; rake and level ball diamonds; and fill out the proper reports pertaining to same.
14. Perform related work as required.

**REQUIRED QUALIFICATIONS:**

- Completion of Grade 12 or equivalent.
- Valid BC Driver's License.
- Refrigeration Safety Awareness Certificate.
- B.C. Parks & Recreation Association Level I Pool Operator Certificate or equivalent.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of methods, materials, tools, and equipment used in janitorial work.
- Knowledge of the principles of operation of heating, hot water, and ventilation units.
- Knowledge and ability to perform simple repair and maintenance tasks on buildings and components.
- Knowledge of WHMIS procedures, SCBA and dragger testing.
- Knowledge of using, handling, and shipping of hazardous chemicals and dangerous goods.
- 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 the equipment.

**PREFERRED QUALIFICATIONS:**

- Transportation of Dangerous Goods Certificate.
- Building Services Training.
- Sports Field Maintenance Certificate.
- A minimum of one years' experience in arena and swimming pool operations.
- Standard First Aid and CPR.
- WHMIS Certificate.
- B.C. Safety Authority Ice Facility Operator Certificate or higher qualification.

**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.

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Employee Name                      Employee Signature                      Date

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Employer Representative Name                      Employer Representative Signature                      Date