

Facilities Attendant

Township of Georgian Bluffs

Job Description

Last Updated: 5/29/17

Summary:	Assists with the maintenance, operations and administration of the Township's recreational facilities and property including arenas, community centers, athletic fields, balls parks, tennis courts, boat launch, parks, trail system, cemeteries, and other municipal facilities.
Location:	Georgian Bluffs
Department:	Facilities/Recreation
Reports to:	Facilities Coordinator

Parks/Buildings/Facilities Maintenance & Operations

- Assists with the day to day operations of facilities
- Cleans community centers and arenas including sweeping/mopping/scrubbing floors, sanitizing dressing rooms and washrooms (benches, toilets, sinks, urinals, showers, etc.), picking up trash and emptying garbage/recycling bins, cleaning arena glass and other facility glass, sanitizing kitchens (countertops, refrigerators, cupboards, sinks, etc.)
- Cleans parks, playgrounds, ball diamonds, etc. including picking up garbage, emptying garbage bins, sanitizing public washrooms (toilets, sinks, urinals, countertops, floors etc.), removing graffiti
- Performs basic maintenance of facilities equipment and machinery
- Assists with all aspects of ice maintenance: ice resurfacing, flooding, installing lines and edging
- Removes snow and ice manually from facility walkways and doorways by shoveling and spreading salt promptly and as frequently as required to ensure public and worker safety
- Maintains facility lights, fans, air handling units, and other equipment located in ceilings or on rooftops, often requiring the use of an aerial work platform or extension ladder
- Assists with the cutting and trimming of lawns, parks and ball diamonds
- Assists with the dragging of ball diamonds and performing general ball diamond maintenance
- Monitors and performs basic maintenance of refrigeration equipment
- Monitors events in halls and arena areas, including licensed events (buck and does, wedding receptions, etc.)
- Liaises with user groups regarding facility rentals
- Drives/trailers equipment and machinery, including during inclement weather
- Some handling of cash and other payments
- Performs other duties as assigned

Health & Safety

- Responsible for following emergency procedures and all other related Health and Safety policies and procedures regarding facility operations

Customer Service

- Assists in dealing with user groups, renters and facility patrons
- Assists with complaints and concerns from the public and helps to resolve them tactfully and professionally
- Liaises with users/patrons/public to ensure activities are carried out in a risk free environment
- Monitors rentals/events in arena and halls including AGCO events

Skills & Knowledge

- Knowledge of Township services, policies, procedures and by-laws
- Professional with proven customer service skills and abilities to deal with the public and citizens' groups to communicate information and promote the Township
- Demonstrated conflict resolution and complaint management skills
- Working knowledge of recreational services
- Good organizational, planning, multi-tasking and prioritizing skills
- Good analytical, judgement, and problem solving skills.
- Knowledge of municipal policies and procedures, provincial legislation, WHMIS and Occupational Health & Safety

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- Knowledge of facility operations including arenas, ice making activities and maintenance
 - General knowledge of mechanical maintenance required
 - Computer skills an asset
 - Must be able to work independently and/or with minimal supervision
 - Proven ability to follow verbal and written instructions and direction
 - Ability to operate motorized equipment both indoors and outdoors
 - Ability to work from heights on aerial work platforms and extension ladders
 - Must have good hand/eye/foot coordination to operate a variety of machinery and equipment

Working Conditions

- Some physical labour and lifting are required
- Work will be performed both indoors and outdoors at all times of year
- Work could be performed in cold environments for long periods of time
- Work with various hazardous materials/chemicals
- Work from heights (ceilings, rooftops, etc.)
- Stress from customer demands and a risk of possible hostile or emotional situations may arise
- Shift work is required and consist primarily of evenings and weekends, especially in winter
- Some overtime may be required

Licenses/Certifications/Training

- Must have or willing to attain Standard First Aid certification
- Must possess a valid Ontario driver's license and provide a clear driver's abstract for the last three years
- Must obtain a clear criminal reference check through the vulnerable sector
- Propane handling certificate required
- Previous safety training in Working from Heights and Aerial Work Platforms an asset
- Relevant ORFA certifications an asset including Basic Arena Refrigeration, Ice Making and Painting Technologies, Ice Maintenance and Equipment Operations, and Safe Ice Resurfacers Operator