

CITY OF FORT ST. JOHN

POSITION DESCRIPTION

Class Title: Facilities Operator
Department: Community Services - Facilities
Date: August 2022

NATURE AND SCOPE OF WORK

Working within the Facilities Department, the Facilities Operator performs a variety of unskilled and semi-skilled tasks as required for the operational maintenance, equipment repair and maintenance, custodial care, and security of all recreation campus facilities. The ability to work varied shifts, including sustained periods working weekends and evenings, is required. As shift lead, will provide assistance to the Facilities Supervisor with planning and coordinating work on a daily basis.

SUPERVISION RECEIVED

Works under the supervision of an assigned supervisor.

SUPERVISION EXERCISED

Will provide daily guidance and assistance to Facilities Labourers, Labourers and other assigned workers as required.

KEY RESPONSIBILITIES:

- Monitors and records the operation of the arena refrigeration plant, checks oil levels and pressures, refrigerant temperatures and pressure, cooling water and brine temperature, and be fully conversant with emergency procedures.
- Tests pool water samples and adjusts chemical feed rates to ensure chlorine and Ph. levels conform to the Northern Health Authority requirements. Is fully conversant with emergency procedures.
- Completes maintenance and routine repairs relative to heating, ventilation, air conditioning, ice-making, and related support systems.
- Liaises with staff and supervisors.
- Performs operational facility maintenance such as refrigeration plant checks and completes related ice plant records.
- Completes ice flooding and maintenance as assigned.
- Performs pool maintenance, including filtration, sanitation, standard testing, and recording readings.
- Opens and secures public facilities as required.
- Completes set up and take down for event preparations and room rentals.
- Performs turf maintenance duties associated with the maintenance of indoor turf.
- Performs custodial duties such as picking up litter, floor care, sanitization, and window cleaning.

- Responsible for snow and ice removal of recreational campus facilities entries and exits.
- Assists with regular departmental inspections of buildings and facilities, including inspections for public safety and removal of obstacles and hazards.
- Responsible for unloading, loading and moving of supplies as required.
- Maintains operational log books as required (e.g. refrigeration plant log/snow clearing log/pool log).
- Answers routine questions from the public.
- Participates in departmental training.
- Ensures the facility rules and regulations are enforced and comply with approved departmental policies and procedures.
- May serve on various employee committees.
- Contributes to a positive work environment by modelling a respectful workplace, as per City policy.
- Takes reasonable care to protect the health and safety of themselves, and the health and safety of others who may be affected by their acts or omissions at work. Properly wears protective clothing, devices and equipment provided, and ensures hazards are immediately reported to Supervisors. Complies with the City of Fort St. John's Occupational Health and Safety program, and all applicable policies and procedures.

PERFORMANCE FACTORS:

- | | |
|---------------------------------|------------------------------|
| • Knowledge, Ability and Skills | • Reliability |
| • Customer Service | • Attendance and Punctuality |
| • Quantity of Work | • Compliance |
| • Cooperation | • Health & Safety |

REQUIRED QUALIFICATIONS, LICENSES, CERTIFICATES & REGISTRATIONS, KNOWLEDGE, ABILITY & SKILLS:

- Graduation from high school education or equivalent completion
- Valid Ice Facility Operator certificate recognized under the BC Pressure Vessels and Boilers Act or equivalent
- Pool Operator Level I & II Certification
- Two years' experience in custodial tasks and building maintenance in a recreation facility (ice arena or swimming pool) or similar setting including ice making, building heating, air support structures, pool heating and filtration equipment, and the operations of various equipment.
- Standard First Aid, Level C
- Valid Class 5 BC Drivers License or equivalent
- Forklift Certification (or ability to acquire within four months of hire)
- The successful candidate must be able to pass and maintain a clear Police Information Check with Vulnerable Sector
- Ability to work varied shifts (including sustained periods of time working evenings and weekends)

- Some knowledge of equipment, facilities, materials, methods and procedures used in maintenance, construction and repair activities
- Working knowledge of the policies and regulations governing the use of municipal recreation facilities and equipment
- Skill in operation of the listed tools and equipment
- Ability to occasionally lift and/or move up to 25 kg
- Ability to perform heavy manual tasks for extended periods of time
- Ability to work safely
- Ability to demonstrate exceptional communication and customer services skills as necessary to establish and maintain effective working relationships with supervisors, co-workers, and the public
- Ability to work with minimal supervision and to follow instructions independently
- Ability to understand and carry out written and oral instructions

GENERAL TOOLS AND EQUIPMENT USED:

- Ice-making/maintaining equipment such as ice resurfer, ice edger, and hose flooding
- Utility vehicles such as light trucks, Toolcat, Cushman, and forklift
- Aerial platforms such as Genie or scissor lifts
- Janitorial equipment such as floor scrubber and dry mop
- Compressors, pneumatic hammers, cutters and compactors, lawn mowers, wheeled tractors, pumps and similar gas, diesel, electric or air powered tools
- General hand tools such as drills, hammers, shovels, rakes, etc.

GENERAL

Formal application, rating of education and experience, oral interview and reference check, police information check, and other job-related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related and/or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.

This is a position in the BC General Employee's Union.