

POSITION TITLE:	Building Maintenance Worker	POS. NO:	3009
DEPARTMENT & DIVISION:	Parks and Recreation/Recreation	EFFECTIVE DATE:	November 1, 1999
REVIEWED OR AMENDED DATE:		APPROVED BY:	Manager of Facilities

POSITION FUNCTION

Perform custodial and mechanical maintenance functions on buildings and equipment.

KEY DUTIES

Perform routine servicing and maintain various pool and/or refrigeration equipment; test and adjust pool chemistry and temperatures; monitor and make necessary adjustments to brine level, flow and temperature; clean and disinfect change rooms, washrooms, activity rooms, lockers and hallways; set up rooms for functions; unload and move shipments of materials and supplies; prepare and handle various cleaning materials; undertake major facility repairs; make and maintain ice using various equipment and machinery; maintain garbage disposal and re-cycling programs; maintain high level of cleanliness of various public rooms, offices and equipment.

Work closely and cooperatively with Program and Cashier personnel to ensure high quality service provision to the public.

Paint; repair plumbing, electrical fixtures, wood equipment and fixtures such as chairs, tables and cupboards.

Assist supervisor in stock taking and ordering supplies.

Use/*operate* equipment and tools and vehicles such as hand trucks, table and chair dollies, electrical saws, drills, grinder, sander and hand tools.

Respond to enquiries from the public by providing general information on use of activity rooms and kitchen, finding lost articles and children; control rowdiness and misbehaviour in buildings.

Perform related duties where qualified.

INDEPENDENCE

Work is performed following assigned weekly schedule and requests for service.

Work is reviewed daily by supervisor.

Problems involving deviations from established procedures are reported to supervisor.

WORKING CONDITIONS

Physical effort:

Lift and move heavy materials and equipment. (often)

Mental effort:

Deal with unruly or abusive people; deal with multiple requests for service. (occasional)

Visual/auditory effort:

Normal.

Work environment:

Recreation Centre and / or Sports Centre.

Work with cleaning compounds, disinfectants, pool chemicals; exposure to body fluids, hot to cold environment. (often)

KNOWLEDGE, KEY SKILLS, AND ABILITIES

Model the Township's core values in all program activities

Accountability – we are transparent and take responsibility for our policies, our decisions and our actions.

Integrity – we practice high standards of ethical behaviour and open communication that inspires trust.

Respect – we value people and treat everyone with dignity and fairness.

Service Excellence – we strive to meet community needs and achieve high-quality results through teamwork, partnerships, innovation and creativity.

Passion – we approach our work with conviction and enthusiasm.

Understand and apply methods and procedures for minor electrical, plumbing and carpentry maintenance and repairs.

Use hand tools and power equipment.

Understand and discuss job related matters.

QUALIFICATIONS

Formal education, training, and occupational/professional certification:

High school graduation.

POWER ENGINEER'S (CLASS 5) CERTIFICATE

Pool Operator's Certificate, Level I and II

Current and valid Class 5 B.C. Drivers Licence.

Experience:

2 years of related experience or an equivalent combination of education and experience.

OTHER

Length of time to become familiar with job duties and responsibilities: up to 12 months.

This is a shift position.

May be requested to substitute in a more senior position.