



## **TOWN OF HAY RIVER – POSITION DESCRIPTION**

### **A. IDENTIFICATION:**

<b>Position Title:</b>	<b>Facility Maintainer</b>
<b>Department:</b>	<b>Recreation</b>
<b>Reports to:</b>	<b>Facilities and Parks Supervisor</b>
<b>Date:</b>	<b>January 2023</b>
<b>Status:</b>	<b>Full-time</b>

### **B. JOB SUMMARY:**

Reporting to the Facilities and Parks Supervisor, the Facility Maintainer is responsible for operating and maintaining recreation and other municipal facilities and assets to ensure clean, safe, and healthy recreational facilities and areas are available for residents to enjoy. This position also works with staff from other Departments in coordinating maintenance and upkeep of municipal facilities/infrastructure.

### **C. DUTIES & RESPONSIBILITIES**

1. Maintains and secures Recreation and Community Services facilities and assets for the Town of Hay River. This includes but is not limited to:
  - reviews all machinery trends, adjust as necessary;
  - repairs mechanical systems as required;
  - monitors building maintenance requirements;
  - assists in maintenance of all Department of Recreation assets and other Town of Hay River assets/infrastructure as needed;
  - signs off on machinery as required by law;
  - records and catalogues maintenance activities;
  - identifies maintenance problems;
  - performs emergency repairs;
  - follows established preventive maintenance repairs;
  - performs ice-making and seasonal maintenance for the arena;
  - undertakes general custodial/janitorial work when required;
  - maintains electrical, plumbing, heating, and ventilation systems; and
  - performs safety and security checks of facilities daily.

2. Ensures recreation areas and assets are in good working order for public use. This includes but is not limited to:
  - performs landscaping and grounds maintenance in the summer months;
  - assists in the installation of playground equipment;
  - develops and maintains play spaces and ball diamonds; and
  - inspects and repairs playground equipment and playground areas.
3. Ensures and upholds a safety culture for the operation and maintenance of all recreation and other assets/infrastructure. This includes but is not limited to:
  - takes responsibility to model safe working practices;
  - works proactively to ensure users and clients use the facilities safely; and
  - contributes to creating a culture of workplace safety with colleagues and others.
4. Performs other related duties as required.

## **D. KNOWLEDGE and SKILLS:**

### **Education and Experience:**

- completion of a high school diploma plus two years of post-secondary education including trades apprenticeship or Recreation Facilities Operator training. Equivalencies will be considered.

### **Job Knowledge Requirements:**

- basic knowledge of preventative maintenance and operation of recreation facilities;
- an understanding of relevant policies, procedures and rules;
- knowledge of ice making and maintenance procedures;
- basic knowledge of maintenance of plumbing and heating systems including boiler inspection and repair; and
- knowledge of emergency procedures, safety requirements, including WHMIS, First Aid and CPR.

### **Technical Skills & Abilities:**

- proficiency in the use of small hand tools and related equipment; and
- mechanical skills.

### **Interpersonal Skills:**

- analytical and problem-solving skills; and
- effective verbal and listening communications skills.

## **E. POSITIONS SUPERVISED:**

- this position does not supervise

## F. WORKING CONDITIONS

### Physical Demands

The Facility Maintainer can be a physically strenuous position. The incumbent will be expected to lift, carry and manage equipment and supplies. The incumbent may need to work long or odd hours at a time to complete special requests or projects, or to participate in supporting evening and off hour activities/events.

### Environmental Conditions

The Facility Maintainer may work in a number of different facilities and outdoor locations. The incumbent may find the environments to be busy, noisy and will need stress management skills to manage in this context.

### Sensory Demands

The situations and programs taking place in facilities may be noisy and busy, making it difficult for recreation facilities staff to concentrate. Cleaning materials and other tools/ resources required for maintenance may be irritating to the skin.

### Mental Demands

Stress can be caused by the volume of work to be completed in often challenging and changing environments. Pressure to meet deadlines and provide quality service can place considerable mental fatigue on the incumbent.

## G. CONDITIONS OF EMPLOYMENT:

- Must have a satisfactory criminal record check; and
- valid class 5 driver's license.

## H. CERTIFICATION

**Position Title: Facility Maintainer**

<hr/> Employee Signature	<hr/> Supervisor Title
<hr/> Printed Name	<hr/> Supervisor Signature
<hr/> Date	<hr/> Date
I certify that I have read and understand the responsibilities assigned to this position.	I certify that this job description is an accurate description of the responsibilities assigned to the position.
<i>"The above statements are intended to describe the general nature and level of work being performed by the incumbents of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position."</i>	

## **COMPETENCIES**

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Competencies are the attitudes, attributes, behaviors or other personal characteristics that are needed to perform a job well. Competencies are intended to complement the credentials, education and technical proficiency that an individual typically brings to a position. The Town will support staff in enhancing their competencies and learning to apply competencies to their daily work.

The following core competencies are expected of all employees of the Town.

Organizational awareness – understands big picture of issues facing the Town and community; aware of community events and occurrences; values the place of the Town within the community, understands the connection between his/her role and the vision and mission of the Town.

Customer Service – balances the interests of clients; re-adjusts priorities to respond to pressing and changing client needs. Anticipates and meets the needs of clients; achieves quality end products; committed to continuous improvement of services; ambassador for the Town to customers and clients.

Manage Resources Wisely – recognizes the value of resources - whether they are financial, human, information, material, assets, etc. – and strives to use these prudently and sustainably, in the best interests of the Town.

Interpersonal skills – considers and responds appropriately to the needs, feelings and capabilities of different people in different situations; tactful, compassionate and sensitive; treats others with respect.

Oral Communication – makes clear and convincing points to individuals or groups; listens effectively and clarifies information as needed; facilitates an open exchange of ideas and fosters an atmosphere of open communication.

Written Communication – expresses facts and ideas in writing in a clear and organized manner

Problem Solving – identifies and analyzes problems; distinguishes between relevant and irrelevant information to make informed decisions; provides solutions to individual and organizational problems.

Continual Learning - grasps new information; recognizes own strengths and weaknesses; pursues self-development, seeks feedback from others and welcomes opportunities to learn new things.

Flexibility – open to change and new information; adapts behavior and work methods in response to new information; adjusts to new situations warranting attention and resolution.

Sound Decision-making – exercises good judgment in making decisions; seeks all the information to make informed decisions; perceives the impact and implication of decisions, even when data is limited, or solutions produce unpleasant consequences.