



JOB DESCRIPTION

Parks and Recreation Facility Maintenance Technician

JOB SUMMARY:

Reporting to the Parks and Recreation Foreman the Facility Maintenance Technician is the lead staff for all facility renovations and maintenance. This position provides general maintenance, repairs and renovations to all municipal facilities, equipment and park infrastructure within the Parks and Recreation Department. The Facility Maintenance Technician also takes on the responsibility of winter snow control, turf, forestry, cemetery operations and asset inspections.

IMMEDIATE SUPERVISOR:

Parks and Recreation Foreman

STATUS:

Regular Full-time

HOURS

40 hours per week, On-Call duties as required

TITLES OF POSITIONS REPORTING TO THIS POSITION:

None

KEY DUTIES & RESPONSIBILITIES:

- a) Responsible and accountable for conducting general maintenance and the repair and renovation of all municipally owned facilities and/or co-ordinate through a trade person the repair of said facilities.
- b) Take lead role on construction and landscape projects.
- c) Respond to after-hours emergency calls according to on call rotation
- d) Responsible and accountable for providing general information to the public and assisting them with their concerns and complaints when possible.
- e) Must be able to push, pull and lift up to 55lbs, multiple times per day and includes moving items up and down stairs.

- f) Take lead role with setup, takedown and the operation of special events and functions.
- g) Collect and dispose of garbage and litter.
- h) Responsible and accountable for completing and documenting regular playground safety and risk management checks associated with various Township owned lands and facilities.
- i) Operate commercial vehicles, mowers, and tractors, small power tools, radio communications equipment and other specialized seasonal maintenance equipment.
- j) Equipment repair and maintenance or co-ordinates through a trade person the repair of said equipment.
- k) Assist with supervision of all Park Summer Staff.
- l) Will perform his/her duties and ensure that assigned employees/volunteers work in accordance with the Township's Safety Policy and Procedures as well as the Occupational Health and Safety Act, including all applicable regulations.
- m) Perform other related duties as directed by the Parks & Recreation Foreman or designate

EDUCATIONAL REQUIREMENTS

- a) Ontario Secondary School Diploma or equivalency.
- b) Post Secondary Education related to, facility management, skilled trade, project management.
- c) Valid trade certificate in HVAC, Plumbing, Electrical or similar trade considered an asset

QUALIFICATIONS:

- a) Minimum 5yrs experience in facility management, trade or general construction
- b) Skill set to take lead role in facility renovations and maintenance is mandatory.
- c) Knowledge of facility operations including facility automation, electrical, plumbing, security, building maintenance and risk management gained through experience in property/building maintenance
- d) General construction skills such as electrical, plumbing, framing, masonry, and dry walling experience required.
- e) Certified Pool Operator (CPO) designation an asset.
- f) Minimum Class G Ontario Driver's License in good standing required; Class D-Z License an asset
- g) Experience operating a wide variety of landscape and park maintenance equipment is mandatory
- h) First Aid and CPR training is required
- i) Chainsaw, fall arrest and confined space entry certification training would be an asset.

- j) Experience in park maintenance and sports field management is an asset.
- k) Must live or be willing to relocate within 30 min response time to Township facilities.
- l) Basic computer skills required

Approved by:

By: _____
CAO

On: _____

Updated: March 2018