

The Corporation of the Town of Marathon

Position Description

Position Title: Temporary Facility Operator

Reports to: Recreation, Facilities & Parks Supervisor

Position Description: Works with the Recreation Operators to perform day-to-day maintenance operations of various recreational grounds and facilities, assumes responsibility in the absence of a Recreation Operator

Responsibilities:

1. Performs general parks and green space maintenance including turf management, removing garbage and debris, clearing and trimming brush and trees, and inspecting and maintaining parks, playgrounds and playground equipment.
2. Performs arena, pool and complex maintenance including ice and ice plant maintenance, pool and filter room maintenance, general housekeeping and janitorial tasks.
3. Performs daily inspections of all facilities' mechanical systems, enters results in log books, and reports any problems immediately.
4. Ensures, that by operating the appropriate equipment, the facility and grounds are maintained in a safe condition. Performs a circle check of any equipment before it is placed into service.
5. In the absence of a Recreation Operator, coordinates emergency building or grounds evacuations per policy and procedures and inspects evacuation equipment and first aid supplies regularly and replaces as necessary.
6. Insures all snow or debris is removed from all facility exit doors, keeps all maintenance and lunch areas in a clean and tidy condition, and ensures facility buildings, grounds and equipment are properly secured at the end of each shift. Ensures municipally-owned tools are maintained, properly stored and accounted for.
7. Liaises with facility patrons and provides excellent customer service on behalf of the Employer.
8. In the absence of a Recreation Operator, assists in coordinating the scheduling, training, supervising and completing of evaluations of student employees.

9. Works in a safe manner in accordance with the Occupational Health & Safety Act and Regulations and safe operating procedures. In the absence of a Recreation Operator, ensures all staff are regularly made aware of any unsafe practices and ensures compliance by corrective action as necessary.
10. Performs any other duties as required

Qualifications:

- Minimum of grade 12 and 1 year of experience in a related field
- Able to train, supervise and motivate student employees
- Ability to perform rotating shifts to fulfil the requirements of a seven-day a week operation and ability to work overtime on short notice
- Physically able to perform all activities required within this department (i.e., lifting, climbing, digging, working at heights, etc.)
- Demonstrates capability of operating hand tools and small equipment (lawn mower, snow blower, chain saw, etc.)
- Basic building maintenance skills including routine carpentry and plumbing
- Capable of working in inclement weather and in a team setting
- Demonstrates the ability to communicate effectively with the public and co-workers, handle concerns and complaints in an effective manner, plan and complete work in an efficient self-motivating manner, and perform with minimal supervision
- Holds a valid Class "G" driver's license and good driving record
- Holds a valid standard first aid certificate, WHMIS Certificate, Chainsaw Certification and Basic Fall Arrest training
- Basic Refrigeration, Safe Ice Resurfacers, Turf Management, Aquatic Facilities Operations certifications or equivalent experience a definite asset
- Provide a vulnerable sector check satisfactory to the Employer

Employee's Signature: _____

Supervisor's Signature: _____

Manager's Signature: _____

Date: _____, 2023 03/07