



**Municipality of Central Manitoulin**

**Job Description: Parks and Recreation Maintenance**

**POSITION:** Maintenance Worker

**REPORTING RELATIONSHIP:** Reports to Maintenance Supervisors and CEO/Clerk

**SALARY RANGE:** \$51,500 – \$66,950

**PURPOSE OF POSTION:**

To maintain the buildings and recreational property assets of the municipality in a sound and safe operating condition.

**RESPONSIBILITIES:**

**1. Maintain the functionality and maintenance of buildings, parks, properties, and playgrounds owned by the Municipality.**

- Complete monthly building inspections and complete maintenance as required
- Inspect and provide maintenance to playground equipment
- Inspect and provide maintenance to municipal operated walking trails and board Walks

**2. Maintain the functionality of various landscaping and ice maintenance equipment owned by the Municipality.**

- Service small engine equipment as required.
- Oil changes, greasing bearings, checking fluids - changing lawn mower or Ice resurface cutting blades as needed.
- General maintenance of equipment.

**3. General Building Maintenance**

- Basic Plumbing
- Basic Electrical
- Drywall repairs
- Carpentry
- Painting

**4. Custodial work – Ensure building spaces are prepared for each facility booking.**

- Taking out waste and recycling, tidying furniture including set up and tear down of tables and chairs
- Sweeping and mopping floors and vacuum carpets and dusting surfaces
- Wash and sanitize toilets, sinks and showers and restock disposables (e.g. soap, toiletries)
- Wipe mirrors and windows and general cleaning custodial work
- Waxing and maintaining the condition of VCT and Hard wood flooring

**5. Parks and Property maintenance**

- Landscaping
- Grass cutting and trimming.
- Waste management and waste site collection
- Dock and Beach maintenance

- Spring and Fall cleanups.
- Brushing and trimming of trees
- Shoveling and snow removal

## **6. Seasonal Arena operations**

- Ice making and painting technologies operations
- Safe ice resurface operator
- Basic arena refrigeration – documentation and maintenance
- Ice quality assurance – Resurfacing Ice, Ice Edging
- General ice and equipment maintenance
- Janitorial duties
- Completing inspections
- Snow removal

## **7. Other duties as assigned by the Maintenance Supervisors**

### **WORKING CONDITIONS:**

- Minimum 40 hour scheduled work week.
- Rotating day and evening schedule not limited to but also including weekends, holidays and on call.
- Schedule varies and changes rapidly to accommodate service levels.
- Overtime is compensation at a rate of time and a half after 44 hours in one week. Overtime can be provided as time in lieu. Such overtime should occur only when warranted and schedule by the Maintenance supervisors to adjust for service levels.
- Working alone – Securing buildings by checking equipment, locking doors and closing windows.
- Report damages and oversee repairs.
- Working as a team completing common tasks – dock installations, large projects, property, and grounds maintenance.
- Mandatory paperwork and documentation of all assigned tasks completed daily.
- Exposure to the extremes of summer and winter elements is a regular part of the position.

### **WORKING RELATIONSHIPS:**

- Receives guidance and direction from the Maintenance Supervisors
- With The Public - Must be tactful in dealing with the public.

### **KNOWLEDGE AND SKILL:**

- Must possess a valid driver's license (Class "G").

Required drivers abstract and police vulnerable sector check.

- Problem solving and quick thinking.
- Time management skills.
- Good written and verbal communication skills.
- Experience as custodian, janitor or in a similar role an asset.
- Knowledge of use and maintenance of industrial cleaning equipment and appliances.
- Knowledge of safe disposal of chemical liquids and other hazardous components.
- Familiarity with basic landscaping and handyman practices.
- Attention to detail and conscientiousness.

- Very good physical condition and strength.
- Willing to learn and be available for furthering skills training and education.
- Understanding of health and safety culture.

\*Ontario Recreation Facilities Association Certifications considered an asset

\*Previous ice or turf operations experience an asset

**IMPACT OF ERROR:**

- Poor repair/maintenance of buildings or equipment could result in increased long-term costs, personal injury, and safety hazards.

CONTROL: General supervision from Maintenance Supervisor and Deputy Maintenance Supervisor.