



THE CORPORATION OF THE TOWN OF SMOOTH ROCK FALLS

Job Title:	Facility Worker
Department:	Public Works
Location:	Smooth Rock Falls
Immediate Supervisor:	Public Works Director
Salary:	In Accordance with current salary grid
Hours of Work:	Full Time - 36 hours per week
NOC Skill Level:	D

Job Summary:

Responsible for the provision of support to the Municipality in assisting patrons, collecting fees, and supervise the use of the Municipal Arena as well as the operation of a refrigeration plant, preparing the arena ice for the winter season and maintenance of ice surface, maintenance of the municipal buildings including cleaning as well as maintenance of greenspaces and recreation equipment.

Minimum Qualifications

1. Secondary school diploma or equivalent
2. Clear Driver's Abstract- DZ or ability to obtain
3. Basic Arena Refrigeration, Ice technician and Certified Pool Operator designation are required or ability to obtain

Working Conditions:

1. Works independently to accomplish job requirements.
2. Approximately 36 hours per week / variable
3. Working out of doors in all weather conditions
4. Driving Town vehicles including an ice resurfer and zero turn riding lawn mower
5. Lifting and carrying heavy objects as needed.
6. Exposed to fumes, noise and odor.
7. Weekend and evening work will be required

Essential Duties and Responsibilities:

1. General maintenance and cleaning of the Arena facilities including ensuring that all access to the building is clear of snow.
2. Operate the arena ice resurfacers.
3. General Park and greenspace maintenance including the cutting of grass, the removal of any waste or harmful objects from the grounds, the review of park equipment to ensure that the equipment is safe for use.
4. Be available to work festivals and special events as required and as otherwise assigned to clean up the respective areas before, during and after the events.
5. Monitor compliance with the Town's various By-laws and policies.
6. Maintain accurate records of each incident when required and completes the necessary paperwork including detailed reports for the Public Works Superintendent.
7. Receives and effectively handle and/or refers complaints and general inquiries.
8. Routine maintenance and safety inspections of the Arena Ice Resurfacers and zero turn riding lawn mowers.
9. Clean and disinfect washrooms and fixtures.
10. Other duties as assigned.

The foregoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this classification.

Necessary Knowledge, Skills and Abilities

1. Ability to prioritize tasks and work independently with minimal supervision
2. Ability to maintain confidentiality
3. Ability to communicate effectively, orally and in writing
4. Effectively give and receive verbal and written instructions
5. Ability to establish and maintain effective working relationships with other employees, supervisors, contractors and the public
6. Ability to deal effectively and courteously with the general public and contractors
7. General knowledge of Occupational Health and Safety Act
8. Bilingualism is required to deal with the public
9. Knowledge and experience in carpentry, masonry and plumbing work an asset.
10. Continuing education is required to comply with current standards and regulations.