

# Facilities and Parks Operator -Part-Time

Municipality of Brockton

## Task List



<b>Summary:</b> Performs maintenance and operational duties for Municipal facilities and lands.	<b>Class:</b> Part-time, 20-40 hours per week, shift work
<b>Location:</b> Brockton	<b>Reports To:</b> Facilities and Parks Supervisor
<b>Department:</b> Recreation	<b>Last Updated:</b> April 2022
<b>Remote Work:</b> Not eligible for remote work	
<b>Supervises:</b> N/A	

### Tasks:

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#### General

1. Works in compliance with the Occupational Health and Safety Act and its Regulations.
2. Ensures a safe work environment for staff and the public.
3. Provides positive and professional customer service to facility patrons and organizations.
4. Works constructively in a team environment following the Municipalities Policies and Procedures.
5. Completes and submits daily equipment inspections, work reports and any incident/accident reports.
6. Ability to work independently in a safe and effective manner.
7. Ability to work a variety of shifts, Monday to Sunday as required.
8. Ability to take direction from full-time staff.
9. Ensures part-time staff and volunteers act in accordance to the Occupational Health and Safety Act.

#### Arena and Facility Operations

10. Performs required ice maintenance such as: ice resurfacing, edging, ice depth checks and other ice maintenance tasks following departmental procedures and ORFA Best Practices.
11. Assists with ice making, painting and ice removal.
12. Conducts required refrigeration plant readings, documentation and assists with regular plant maintenance.
13. Performs regular janitorial duties and maintains facilities to departmental standards.
14. Conducts snow and ice removal as required.
15. Cleaning, set-up and take down of Banquet Hall and arena for events.
16. Assists with opening/closing of concession.
17. Performs general facility repairs and maintenance.

#### Pool Operations

18. Assists in maintaining the Centennial Park Pool.
19. Conducts water tests as assigned.
20. Assists with water pump and boiler maintenance and repair.

#### Parks Operations

21. Performs maintenance of parkland, sports fields, trails and ball diamonds.
22. Picks and removes garbage from Municipally owned lands.
23. Operates lawn mowers, tractors, weed trimmers, blowers, chainsaws and brush chippers.
24. Assists with playground maintenance and repair.
25. Assists with horticultural duties as assigned.
26. Assists with hazard tree and brush removal as assigned.
27. Cleans and maintains all public washrooms.
28. Repairs and maintains all related equipment.
29. Assists with turf maintenance and repair.

## **Other**

30. Complies with Municipality of Brockton policies and procedures.
31. Performs other tasks as assigned by management.

## **Education/Experience/Skills**

1. Successfully completed O.S.S.D. (grade 12) or equivalent required.
2. Possess or willingness to obtain professional development courses, workshops, certificates or designations from provincially recognized associations such as Ontario Recreation Facilities Association, Parks Recreation Ontario and Ontario Parks Association is an asset.
3. Minimum of 6 months related experience in recreation in a municipal environment with knowledge of facilities, arenas, pools, parks, sports fields, trails, related equipment and operations is and asset.
4. Ability to work with limited supervision.
5. Excellent Communication (written, oral and interpersonal) skills.
6. Superior Customer Service skills.
7. Ability to deal effectively and courteously in all aspects of the position, including diplomacy, tact, discretion and good judgement skills.
8. Working knowledge of Microsoft Windows and Office (outlook, word, excel, power point) applications.
9. Possess or willingness to obtain a valid Basic Refrigeration Certificate.
10. Possess or willingness to obtain Chainsaw Operators Certificate.
11. Possess or willingness to obtain Safe Propane Handling Certification.
12. Possess or willingness to obtain Working at Heights Certification.
13. Possess or willingness to obtain a valid NSPF® Certified Pool/Spa Operator® Certificate.
14. Possess a valid First Aid/CPR/AED Certificate.
15. Possess a valid Class "G" Driver's License in good standing.

## **Physical/Mental Effort and Working Conditions**

1. Wearing of personal protective equipment (safety footwear, pants, coveralls, gloves, helmet, glasses/goggles/shields, masks, respiratory) as required.
2. Working indoors/outdoors, all seasons/weather conditions.
3. Office/facility/grounds environment – prolonged sitting at computer station and while operating equipment.
4. Customer interaction and service, dealing with difficult people, security situations.
5. Concentration and focus, hand/eye coordination, intermittent attention required when operating equipment for short periods of time with multiple sensory demands but focus on a singular task.
6. Exposure to sun, dust, fumes, heat, cold, dry, wet, humid, wind chill, noise and vibration
7. Working around/with hazardous substances (ammonia, glycol, brine, chlorine, fuel, oil, solvents, paints).
8. Potential exposure to health pathogens/viruses/bacteria (garbage/recycling, cleaning and disinfection of changerooms/washrooms/facilities, discarded used needles).
9. Work variable hours, rotating schedule (days, evenings, weekends, being on call, covering sick and vacation time of others, responding to equipment/facility alarms).
10. Ability to sit, stand, walk, lift/carry 70lbs, climbing, bending, kneeling, shoveling.
11. Slippery and uneven walking surfaces.
12. Working near water (pools, rivers, boat ramps, storm water management ponds).
13. Working at heights (ladders, lifts, roof tops), cramped work spaces.
14. Working around objects, vehicles, equipment, machinery/heavy equipment with moving parts.
15. Working around electrified equipment.
16. Working in close proximity to others.