



TOWNSHIP OF LUCAN BIDDULPH

POSITION DESCRIPTION: FACILITY/PUBLIC WORKS OPERATOR

DEPARTMENT: Parks and Recreation Services and Public Works

REPORTS TO: Parks and Recreation Facility Supervisor (Spring, Summer, Fall) and
Public Works Manager (Winter)

Standard Hours: Full Time position - 40 hours per week

Salary Range: \$ 26.89/hr

DESCRIPTION

This position performs operational and maintenance duties for Parks & Recreation Services during the summer season, and operates equipment and conducts maintenance during the winter season for the Public Works Department. This dual role will report to separate divisions on a seasonal basis.

Under the direction of the Facilities Supervisor during the Spring/Summer season; The Facility Operator is responsible for recreational facilities which includes, but is not limited to: the arena, pool, splash pad, halls, soccer fields, ball diamonds, tennis courts, pavilions, parks, play structures, washrooms, and canteens. Duties include performing custodial functions; building and equipment maintenance and minor repair; ice and pool maintenance; responding appropriately and in a timely manner to queries and problems; building opening and closing functions; ensuring facility cleanliness and safety at all times for all users; and providing exceptional customer service related to all recreation facilities. Providing administrative assistance and input as required.

Under the direction of the Road Supervisor during the winter season; the Public Works Operator is responsible for performing daily road and roadside maintenance. This includes but is not limited to seasonal application of sand and salt on roads and sidewalks and snow removal on sidewalks. The position will operate the sidewalk snow plow on a daily basis. Other light and heavy equipment operation will be required to support the Public Works Department. Performs all other work duties as assigned by the Roads Supervisor during the winter season.

POSITION DUTIES

Facilities Operator Duties (Spring/Summer)

- Operate Ice Resurfacers
- Perform maintenance and/or repair of ice surface as required
- Perform minor carpentry work including general repairs within facilities, property maintenance and maintenance and repairs to vehicles, machinery
- Assist in maintaining and monitoring condition and safety aspects of playground equipment through regular inspections
- Perform grass cutting and general maintenance and care of municipal properties
- Assist with the operation and monitoring of municipal facilities as required (including painting, minor repairs)
- Assist with the operation and monitoring of municipal facilities as required including minor repairs
- Monitor facility usage and programming as required
- Cleaning and janitorial duties (cleaning washrooms, floor maintenance and cleaning, changing

Public Works Operator Duties (Fall/Winter)

- Operate sidewalk plow/salting unit, backhoe, light equipment and hand tools.
- Perform winter maintenance of sidewalks and roads by plowing snow, sanding/salting and snow removal when required to ensure safe travel on sidewalks
- Conduct roadway inspections and documentation relative to job
- Perform vehicle/equipment maintenance, light repairs and daily inspections on assigned vehicles/equipment, advising Roads Supervisor of any problems or defects
- Perform other duties as assigned

Required Certifications and Health and Safety Requirements

- Work in compliance with the Occupational Health and Safety Act and other applicable legislation, departmental policies and procedures/best practices, operational guidelines
- Follow safety procedures, legislation and municipal policies and procedures.
- Possess a valid Ontario driver's license
- Traffic control certification, working at heights.

Education, Skills and Experience

- OSSGD, or equivalent, combined with one year of relevant experience
- Landscaping/Horticultural technician would be an asset
- Minimum three years current related experience or an equivalent combination
- Posses minor carpentry skills and general equipment maintenance and repair skills

- Ability to demonstrate tact and discretion, dignity and respect in handling matters of a confidential or highly sensitive nature and to maintain confidentiality
- Ability to deal effectively at fostering good rapport and cooperative working relationships
- Available for emergency, on-call and after hours response

Physical Demands and Working Conditions

- Working conditions are subject to inclement weather conditions, mud, dirt, noise and exposure to public criticism/abuse throughout daily operation
- Normal hours of work are 40 hours per week with availability for overtime as necessary
- Communicates regularly with municipal staff, community organizations, volunteers, contractors and the general public.

The Township of Lucan Biddulph is an equal opportunity employer. Disability related accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. Personal information collected in response to this advertisement is collected under the authority s. 9 of the Municipal Act, 2001 5.0. 2001, c. 25, as amended to determine eligibility for employment with the Township of Lucan Biddulph.

All applicants are thanked for their interest in this position. Only those selected for an interview will be contacted.