



MUNICIPALITY OF MISSISSIPPI MILLS JOB DESCRIPTION

DEPARTMENT:	Recreation
DIVISION:	Community Services
JOB TITLE:	Facilities Operator
EMPLOYEE GROUP:	CUPE
SUPERVISOR:	Working Facilities Foreman
REVISION DATE:	February 2023

POSITION SUMMARY AND SCOPE:

Reporting directly to the Working Facilities Foreman, the Facilities Operator is responsible for operating equipment and performing duties that involve the maintenance and operation of the recreational facilities as well as other Municipal facilities and parks to ensure they remain in good condition and are safe for public use.

DUTIES AND RESPONSIBILITIES:

1. Completes general lawn maintenance and collects litter from beaches and parks, ensuring overall cleanliness.
2. Maintains the ice surface by performing ice taps, flooding, edging corners, shaving ice and redefining lines as well as monitoring the refrigeration system and conducting compressor checks.
3. Inspects safety equipment including fire extinguishers, emergency lights, sprinkler system and other similar equipment. Conducts weekly generator checks.
4. Cleans washrooms, lobby, and dressing rooms.
5. Operates tractor with accessory equipment, front-end loader, ice re-surfacer, truck, and other similar machinery.
6. Performs electrical, mechanical, and minor plumbing repairs.
7. Ensures that Arena events are controlled in a safe and orderly manner and the general public abides by the Municipality's rules and regulations.
8. Inspects and repairs all park buildings, playgrounds, and property.
9. Ensures machinery and equipment is inspected and maintained in safe working order.
10. Assigns work duties to casual/seasonal employees or volunteers when required.
11. Collects information regarding hall rentals and open ice and floor time.
12. Assists with the set up for special events (indoor and outdoor).
13. Provides customer service in person and over the phone, as required.
14. Snow plows the Arena parking lot and shovels/lays salt at emergency exits.
15. Completes other duties as assigned by the Working Facilities Foreman.

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.

EDUCATIONAL REQUIREMENTS:

- Possess/willing to obtain a Basic Refrigeration Certificate.
- Possess/willing to obtain an Ice Making Technology Certificate.
- St. John’s Ambulance First Aid Certificate or Equivalent.
- C.P.R.
- Server Intervention Program Certification or Smart Serve
- Propane Safety Handling Certificate

SKILLS AND COMPETENCIES:

- Excellent written and oral communication skills;
- Strong interpersonal and customer service skills;
- Mechanical aptitude with ability to operate ice resurfacing and commercial field-grooming equipment
- Valid Ontario Driver’s License (Class G).

EXPERIENCE:

One (1) year recent and related experience in similar role would be preferred.

WORKING RELATIONSHIPS:

Internal	Working Facilities Foreman, other departmental employees as well as employees from other municipal departments.
External	Public

SUPERVISOR/MANAGEMENT:

The position does not have supervisory responsibilities.

Hours of work: 40 hours per week
Requires shiftwork, evening and weekend work.