



POSITION DESCRIPTION

POSITION:	ARENA HELPER
DEPARTMENT:	RECREATION & CULTURE
CURRENT ISSUE:	JULY 2023
NEXT REVISION:	JULY 2028
AFFILIATION:	CUPE

POSITION SUMMARY:

Reporting directly to the Working Facilities Foreman, the Facilities Maintenance Worker is responsible for assisting with the maintenance of recreational facilities.

DUTIES AND RESPONSIBILITIES:

1. Performing maintenance, housekeeping duties and necessary repairs associated with all recreation facilities, arenas and curling facilities, active and passive public spaces.
2. Monitoring facility use and enforcing of applicable policy and procedures, rules and regulations of the Corporation.
3. Ensuring all necessary safety procedures and practices are followed to maintain a safe facility environment for work, the public and user groups.
4. Completing forms such as incident and accident reports and a daily log at the end of each shift.
5. Reporting the need to replenish equipment and facility supplies to the Working Facility Foreman.
6. Setting up and cleaning up for all hall rentals and ice surface rentals as well as all Recreation Department sponsored programs and special events.
7. Reporting all necessary repairs associated with all recreation building facilities to the Working Facility Foreman.
8. Performing maintenance associated with ice surfaces in the arena and curling rink.
9. Completes other duties as assigned by the Working Facilities Foreman.
10. 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.

QUALIFICATIONS:

- Ontario Secondary School Graduate Diploma
- St. John's Ambulance First Aid Certificate or Equivalent/CPR
- Basic experience in the operation, maintenance and removal of ice surfaces, arena or curling
- Smart Serve

- Mechanical aptitude
- Ability to perform general maintenance and repairs
- Ability to meet the physical demands of the position
- Exceptional public relations and customer service skills
- Ability to maintain respectable public image and conduct
- Class “G” drivers license

PRINCIPAL ACCOUNTABILITIES:

In addition to the general requirements of the Municipality for regular and reliable attendance, timeliness and personal conduct consistent with Municipal policies and procedures, the incumbent is expected to:

- Promote and maintain clear lines of communication that foster successful interpersonal relationships. Such communication shall be timely, informative, accurate, courteous, responsive, and complete.
- Maintain the confidentiality of all employee and resident related information deemed to be confidential.
- Ensure that the equipment of the department is maintained, respected and that preventative maintenance is undertaken. Ensure that equipment is utilized in a safe manner by informed staff, conforming to established operating specifications.
- Maintain all necessary qualifications and certifications and ensure all professional standards and legislative requirements are met.
- Be fully knowledgeable of your responsibilities under the Occupational Health & Safety Act and Regulations, and to work in compliance with these provisions in order to create an environment, which is conducive to the health and safety of the Municipality’s employees, residents, volunteers and other stakeholders. You are expected to work in a safe manner at all times and report any hazards or incidents as soon as possible.
- Be fully knowledgeable of the Occupational Health and Safety Manual to understand actions expected.
- To take a problem-solving approach to your work, using sound judgment, acting appropriately to ensure safety.

APPROVAL:

This position description has been approved by the Manager of Recreation.

TITLE**SIGNATURE****DATE**

Manager of Recreation

INCUMBENT'S SIGNATURE

I, _____, have read and understand the content of the above position description.

Employee signature: _____ Date: _____

RECREATION FACILITIES MAINTENANCE WORKER- PHYSICAL DEMANDS

TASK DEMANDS: Frequency of identified physical tasks in job responsibilities

TASK		FREQUENCY			
		Never (0%)	Occasional (<33%)	Frequent (33% - 66%)	Constant (>67%)
Sitting – remaining in the normal seated position			X		
Standing – remaining on one's feet in an upright position without moving about or combined with walking				X	
Walking – moving about on foot on level or uneven surfaces				X	
Stooping/Bending – bending down and forward at the waist in a sitting or standing position			X		
Kneeling – bending legs to rest on one or both knees			X		
Crouching/Squatting – Bending down and forward by bending legs at knees			X		
Crawling – Moving about on hands and/or knees or feet.			X		
Twisting – Rotating upper torso left and right while sitting or standing			X		
Balancing – maintaining body equilibrium to prevent falling when walking, standing, crouching, kneeling on narrow, slippery or moving surfaces.			X		
Climbing – Ascending/descending ladders, stairs, scaffolding, poles or inclined surfaces.			X		
Keyboarding – using a computer keyboard, adding machine, calculator, typewriter, etc.			X		
Reaching – extending hands and/or arms below, at or above shoulder height			X		
Gripping/Handling – manipulating objects with the hands by seizing, holding, grasping using a power grip or simple gripping				X	
Fingering – manipulating objects using the key, palmar or tip inch grip positions.		X			
Lifting	Under 10 lb. (4.5 kg)			X	
	10 – 20 lb. (4.5 – 9.0 kg)			X	
	20 – 40 lb. (9.0 – 18.0 kg)			X	
	Over 40 lb. (27.0 Kg) Specify: Mechanical Lift		X		

PUSH/PULL REQUIREMENTS (Identify specific tasks requiring pushing/pulling equipment involved)	Frequency		
	Occasional (<33%)	Frequent (33% - 66%)	Constant (>67%)
Pushing/pulling of equipment (eg. lawnmowers, carts, auto-scrubbers or other cleaning equipment)		X	

OTHER PHYSICAL/COGNITIVE REQUIREMENTS: Identify special requirements used routinely in the job and identify job task (e.g. listening and visual concentration for transcription; mental concentration for multi-tasking etc.)

PHYSICAL/COGNITIVE REQUIREMENT	JOB TASK	YES	NO
Mental Concentration	Fast-paced, multi-tasking environment, critical thinking, problem solving	X	
Risk of Eye Strain	Constant viewing of computer monitors		X
Mental Demands	Working with tight deadlines, decision making accountability, legislative restrictions		X

WORKING RELATIONSHIPS

Internal	Working Facility Foreman, Recreation Facilities Operators (full-time and part-time), other municipal departments.
External	Public

Legend: D – Daily, W – Weekly, M – Monthly, Q – Quarterly, A – Annually

TITLE OF PEOPLE CONTACTED	D	W	M	Q	A	PURPOSE	HOW	
							ORAL	WRITTEN
Residents	X					Providing information; follow-up on complaints and inquiries	X	
Stakeholders/Contractors						As team leader and member; supporting departments and unit activities, purchase orders		
Employees/Managers	X					Communicating, collaboration, consulting, providing direction, Performance accountability	X	
Members of Council						Providing information, seeking approval/direction		

Externally (e.g. suppliers, staff of other Municipalities, Government Agency, Local Businesses, General Public)

Legend: D – Daily, W – Weekly, M – Monthly, Q – Quarterly, A – Annually

TITLE OF PEOPLE CONTACTED	D	W	M	Q	A	PURPOSE	HOW	
							ORAL	WRITTEN
Other Municipalities/Government Agencies/Local Businesses	X					Supporting referred-in workload	X	

ENVIRONMENTAL DEMANDS:

This position may have to serve a number of people at one time and frequent interruptions may be common. The facility environment may be busy, noisy often dealing with several requests by others during short time intervals. The employee must be an excellent communicator and be able to manage various issues with the Public.

WORKING CONDITIONS:

This position is required to work part-time hours in a facilities environment. Inside and outside in a variety of weather conditions. Position may be required to work with hazardous chemicals. Additional work may be required to complete special requests or projects. Evening and weekend work is required.

SUPERVISORY/MANAGEMENT ACCOUNTABILITIES: No

THE ABOVE INFORMATION IS CORRECT AS APPROVED BY:

Departmental Manager

REVIEWED BY:

Human Resources

Incumbent