



THE CORPORATION OF THE TOWNSHIP OF BRUDENELL, LYNDOCH AND RAGLAN

JOB DESCRIPTION

POSITION TITLE: General Labourer

DEPARTMENT: Recreation/Public Works

REPORTS TO: Operations Manager

HOURS OF WORK: Full time, shift work during critical periods or situations including but not limited to meetings schedules, scheduled ice times and events. Hours will depend on the usage of the Ice surface and Facility usage. Being on call for last minute ice rentals within reason.

QUALIFICATIONS:

- Must possess a valid Ontario G license, DZ license would be considered an asset
- Excellent physical conditions with the ability to handle physical demands of the job
- Previous experience with maintenance and care of ice surfaces and driving ice resurfacing equipment is an asset
- Good customer service skills
- Demonstrated ability to work independently
- Demonstrated excellent safety record
- Ability to work days, evenings and weekends with a flexibility in hours of work.

DUTIES:

Under the general direction of the Operations Manager:

1. Facility Maintenance

- Lock and unlock facility; tour facility to ensure vacant prior to lock up
- Set up and take down tables/chairs for bookings. Including other equipment as requested such as sound system and kitchen equipment
- Ensuring the stove is lit when required and dishwasher is ready for use
- Ensures the ice and facilities, including washrooms, are always cleaned and ready after each event, stock washrooms with toilet paper, soap, etc.
- Clear and salt walkways and steps
- Routine cleaning of change rooms/washrooms at the Public Beaches during open seasons
- Facility Cleaning: Cleans and scrubs arena dressing room and galleries, and mini gym; cleans arena glass; cleans washroom fixtures, floors and walls; sweeps and mops dressing rooms, players benches, penalty boxes and along boards and the gallery area
- Cleaning after events as required.

2. Ice Maintenance

- Follows a schedule and drives ice resurfacing equipment to maintain and flood ice surfaces to a specified thickness. Maintain the ice to a safe standard
- To resurface ice after every event and during events when necessary
- Monitors air quality and keeps record of such
- Installs ice, including the installation of the lines/markings on the ice
- Performs a variety of minor repairs
- Conducts preventative maintenance on all ice equipment
- Sharpens skates using the skate sharpening equipment
- Installs goal nets on ice surface if required.

3. Customer Service

- Responds to public enquiries, giving out information, resolving issues and turning negative situations into positive ones
- Ensure the safety of members of the public at the BLR Community Centre
- Responds to emergency call outs and operates equipment to ensure public spaces are repaired and maintained in a safe and useable manner
- Keeps records of cost and revenue, and reports to Township Office.
- Enforces the code of conduct.

4. Equipment Operation

- Drives a truck to plow snow, sand/salt surfaces.
- Drives a truck to pick up garbage
- Operates culvert steamer to clear culverts.
- Operates chipper to remove trees and brush.
- Operates chain saws to cut down trees and clear brush and stumps.
- Uses a variety of tools such as electrical tools, compressed air tools, gas powered tools, manual tools and hydraulic tools to effect repairs in a variety of public areas.

5. Public Area Maintenance

- Installs and removes docks.
- Cuts and trims grass at various locations.
- Clears snow from doorways.
- Repairs sod damage in the spring.
- Assists with cleaning of public facilities.

6. Casual Waste site Attendant

- Locks and unlocks landfill and transfer station sites.
- Customer Service: greet taxpayers and ensures eligibility; respond to questions from public, giving out information and resolving problems; directs taxpayers to designated areas for unloading.
- Checks the contents of trucks and trailers to ensure landfill site rules are followed and Ministry of Environment standards are maintained.
- Landfill Site Administration: collects tipping fees; gives copies of receipts to taxpayers and files copies; delivers cash and receipts to Township Office.

- General maintenance: maintains the work area in a clean and safe manner; clears snow at the landfill and transfer station, with equipment and manually; collects litter and debris and picks up garbage scattered by birds and animals.

7. Performs other tasks as assigned by management.

WORKING CONDITIONS:

Work is performed primarily indoors typically within an enclosed arena or municipal office facility. Physical demand requires considerable standing, moving and walking, and occasional lifting (mop bucket, snow shovelling) and climbing (up onto ice resurfacer) and ladder climbing. Constant exposure to cold temperatures, loud noises, ammonia/chemicals. Exposure to hazards including chemicals and cleaning supplies, potential exposure to biohazards, dust and dirt resulting in minimal discomfort. Exposure to general public including unruly/potentially violent patrons/members of the public.

Follows all guidelines for employees and employers as legislated under the Ontario Occupational Health and Safety Act. Protects own health and the health of others by adopting safe work practices, reporting unsafe conditions immediately, and attending all training session regarding occupational health and safety.

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