

**TOWNSHIP OF
NORTH DUNDAS**
JOB DESCRIPTION

JOB TITLE: Facilities Lead Hand	LAST REVISION DATE: September 20, 2016
REPORTS TO: Facilities Manager	APPROVED BY: Council Resolution # 15
WAGE GRID LEVEL: Grade 4	EFFECTIVE DATE: September 27, 2016

Position Summary: The Facilities Lead Hand shall aid the Facilities Manager in providing, safe and efficient operational and maintenance services to all recreation and other municipal facilities, grounds and areas controlled by the Township of North Dundas, in order to ensure that clean and safe facilities are available and that a positive Township image is portrayed.

Human Resources

- Responsible for the supervision and training of full and part-time employees who are involved in facility maintenance and operation, assuring that they are performing their duties efficiently and are maintaining facilities and areas assigned to maximum expected standards
- Perform the duties of the Facilities Manager during his/her absence
- Responsible for ensuring good communication and rapport with staff, Facilities Manager and Director of Recreation & Culture
- Work with decorators, caterers and facility users to ensure that all user policies and requirements are followed

Key Responsibilities:

- Responsible for the maintenance and conservation of the structures of the facilities, including compliance with the established facility maintenance management system and supply inventory system
- Oversee the day-to-day maintenance and operations of our facilities to meet Township and health & safety standards
- Oversee maintenance duties of all facilities, parking and playgrounds as required
- Assist the Facilities Manager with overseeing any capital upgrades to our recreation facilities
- Perform safety and security checks of facilities on an ongoing basis Prepare & maintain play spaces, sports fields, ball diamonds, outdoor rink structures, public pools, halls and facilities
- Establish safe and efficient work habits to ensure all WHMIS requirements, safety policies and proper clothing requirements are followed

- Operate and maintain all department machinery and equipment
- Prepare recreation facilities for special events as required
- Make and maintain ice for the arenas
- Perform landscaping and grounds maintenance
- Maintain department records as assigned
- Responsible for the condition of all municipal facilities inside and out, including established preventative care maintenance
- During ice season, make daily checks of refrigeration plant and record findings. Report any problems, unusual sounds or odors to the Facilities Manager or to authorized service personnel in his absence
- Work to achieve good public relations with users and the general public to encourage proper use of facilities and ensure a strong working relationship
- Be accessible to the public while on shift, in order to provide information and assistance as required, while performing other related duties
- Perform other related duties as assigned

Financial Resources

- Accept, record, account for, and issue receipts for all monies received
- In the absence of the Facilities Manager, collect and verify payroll (timesheets) as per the policies and guidelines established by the Department and/or Township

Knowledge, Skills & Abilities

- Working knowledge of ice making and maintenance procedures
- Basic knowledge of maintenance for plumbing, electrical and HVAC
- Knowledge and constant awareness of all safety standards, emergency procedures, and Township policies and procedures
- Excellent verbal and written communication skills to deal with public and staff
- Ability to manage stress
- Time management skills
- Analytical and problem solving skills
- Technical and mechanical ability to operate, service and perform minor repairs necessary to keep facilities, machinery and related equipment in proper and safe working order
- Ability to prioritize work load to allow for trouble-free flow of operations
- Knowledge of sports fields and pool maintenance

Personal Attributes

- Be respectful to the Township staff & Council, both on and off shift
- Be flexible
- Demonstrate a dedication to the position and the community
- Demonstrate sound work ethics
- Provide a positive, professional image to the public at all times

Working Conditions & Demands

- Some risk of physical hazard when working with chemicals and equipment
- Unruly patrons may pose a physical threat (not required to use physical force)
- Work in a smoke-free environment
- Ability to perform duties in ever changing environment (hot and cold)
- Continuous walking and standing, occasional climbing, manual dexterity in performing assigned tasks and repairing equipment and facilities
- Must be prepared to climb ladders, work on ice surface, pool deck area and some heavy lifting

Working Schedule

- Normally a 40 hour work week including evenings and weekends
- Some odd or extended shifts required to complete special requests/projects or to accommodate special events

Qualifications

- Minimum of three years of experience with supervising staff with demonstrated organizational, time management and communication skills
- Three to five years of direct experience in preventative maintenance and operation of facilities & equipment
- Pool Operator's certificate or ORFA Courses would be considered as asset
- Working knowledge of relevant employment legislation; Health & Safety legislation and WHMIS, Building and Fire codes
- Certification in first-aid, CPR, AED and WHMIS regulations
- Valid G drivers license
- Grade 12 minimum or a combination of education and related experience
- Community college – facility management program, an asset
- Experience in the operation of a refrigeration plant and/or pool filtration
- Experience in the cleaning and maintenance of buildings

- Experience in the operation of an ice resurfacers & edger
- Experience in rectifying of mechanical problems related to facility equipment
- Must be willing to attend employer sponsored training sessions
- Experience driving & working with landscaping equipment

The forgoing 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.