



CITY OF
PRINCE GEORGE

JOB DESCRIPTION

<u>JOB TITLE:</u>	FACILITY OPERATOR	<u>SCHEDULE:</u>	C
<u>DIVISION:</u>	PRINCE GEORGE EVENTS GROUP	<u>PAYGRADE:</u>	5
<u>DEPARTMENT:</u>	RECREATION & EVENTS		

JOB SUMMARY:

The Facility Operator is responsible for making and maintaining ice, performing regular plant and plant room checks, completing building maintenance and facility custodial duties, performing set-ups / tear-downs for events and attending special event functions. He/she operates a variety of equipment such as ice conditioning machines, ice edgers, power tools and forklifts. Performs related duties.

The incumbent has significant responsibility for the safety of others in dealing with the refrigeration plant. Close care and attention are required to prevent serious damage or loss to the refrigeration plant and other facilities. Work problems are referred to immediate supervisor. The work involves eight or ten hour shifts and shift work, and depending on the facility assigned to, may involve working weekends and holidays as required. The job involves year-round indoor work for the majority of the time, characterized by frequent and considerable temperature and humidity variations, above-average noise levels, occasional exposure to noxious odours and toxic chemicals, the possibility of more serious injury, and moderate to heavy physical exertion. In the absence of the Facility Foreman or Assistant Foreman, the incumbent assumes responsibility for the refrigeration plant and related equipment.

MAJOR RESPONSIBILITIES:

Under general supervision of the Facility Foreman or Assistant Foreman:

Typical Duties Include:

- Monitoring the operation of arena refrigeration plants; checking oil level and pressure; checking ammonia level and pressure, coding water temperature, and recording information in log.
- Performing routine procedures in plant areas such as adding compressor oil. Under direction of a supervisor, the incumbent performs duties such as draining the chiller and/or adding ammonia.
- Performing ice resurfacing operations, operating ice resurfer and edger, and recording ice measurements. Flooding, patching, building up and repairing ice as required. Recording information on various logs as required. Maintaining ice quality.
- Handling chemicals and corrosive materials and substances used in cleaning and purification in a safe and efficient manner.

- Setting up and tearing down for special events, including staging, tables, chairs, AV and other equipment as required. Removing and re-installing dashboards and glass. Ensuring hockey nets and other sports equipment (e.g. basketball backboards, scoreboards) is in place for events.
- Sweeping, mopping, waxing and stripping floors; cleaning and disinfecting washrooms, changing rooms and dressing rooms including: sinks, toilets, urinals, showers, mirrors, etc.; replenishing soap and paper in washrooms; cleaning walls, fixtures, appliances, windows, and equipment.
- Sweeping, wet mopping and waxing bleachers.
- Collecting and removing garbage and litter from inside and outside of the facility. Picking up litter and garbage on facility properties.
- Cleaning snow from outside entrances of buildings, including outside entrances.
- Monitoring the operation of heating, hot water, ventilation and air conditioning systems. Making adjustments or minor repairs as required. Identifying necessary repairs to supervisor. When required, carrying out minor carpentry and plumbing repairs. Changing light bulbs. Painting duties as required.
- Performing preventative maintenance duties on equipment and facility within the assigned facility.
- Maintaining security of building by ensuring that doors and windows are securely locked at the end of each shift or when areas of the building are not in use. Patrolling the facility and surrounding exterior to prevent theft and vandalism. Maintaining order and behaviour of users and enforcing facility and department rules. Ensuring that all laws and regulations (e.g. health, safety, fire, and liquor) are adhered to.
- Responsible for the safe operation of dangerous equipment (e.g. ice resurfer, ice edger, forklift, etc.) around co-workers and the public. Ensuring safety procedures are followed.
- Assisting other sections of the Community Services Department or any other City Department as required.
- Performing other related duties as assigned.

QUALIFICATIONS:

Education: Grade 12 diploma. Valid Refrigeration Operators Certificate from the Province of BC.

Experience: Minimum of one year of experience working in an ice arena including the installation and maintenance of arena ice, building and equipment maintenance and custodial work.

Preference will be given to candidates with additional qualifications such as completion of a Building Services Worker course at a recognized vocational institute or the RFABC Icemaker certificate or a valid Forklift Certificate.

Knowledge & Skills: A thorough knowledge of the operation of arena refrigeration. Must have previous training and a good knowledge of materials, methods, procedures and equipment used in the preparation of artificial ice surfaces. Considerable knowledge of the tools and equipment found in a recreation facility. Ability to operate and use DDC energy management systems. Excellent knowledge of the principles and uses of equipment and materials used in custodial work. Demonstrated ability to use materials and operate equipment in a safe and efficient manner. Ability to perform semi-skilled minor mechanical and building repairs. Ability to handle chemicals, corrosive materials and pressurized gases in a safe and efficient manner. Ability to

recognize, report and/or rectify actual and potential safety hazards. Sufficient physical strength and stamina to perform the required duties. Ability to climb ladders and be comfortable working with heights. Ability to properly wear an escape mask and respirator. Ability to work with minimal supervision. Demonstrated judgment and problem solving abilities. Ability to deal courteously, tactfully and diplomatically with other City staff, user groups and members of the general public. Ability to understand and effectively carry out written and oral instructions. Ability to complete required forms, logs and other written communications. Ability to work within a proactive team environment. Ability to develop and maintain cooperative working relationships with other municipal employees. Demonstrated commitment to customer service. Considerable knowledge and demonstrated expertise with computer programs related to the work. Knowledge of WorkSafe BC regulations, including but not limited to: bullying and harassment, working alone and other significant hazards.

Valid BC Driver's license: Yes. Class 5 Full Privilege
Vehicle Usage: Yes – City Owned Vehicles.
Police Information Check: Yes. As a condition of employment, the incumbent must have a clear Police Information Check for offenses related to the position.
Baseline Hearing Test: Yes.

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Date prepared: February 2001
Date revised: August 2010
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