

# **CITY OF FORT ST. JOHN**

## **POSITION DESCRIPTION**

**Class Title: Facilities Labourer**

**Department: Facilities**

**Date: June 2019**

### **NATURE AND SCOPE OF WORK**

Working within the Facilities Department, the Facilities Labourer performs a variety of unskilled and semi-skilled tasks as required for operational maintenance, building and equipment repair and maintenance, custodial care, and building security. Ability to work varied shifts including weekends and evenings is required.

### **SUPERVISION RECEIVED**

Works under the supervision of an assigned supervisor.

### **SUPERVISION EXERCISED**

None

### **KEY RESPONSIBILITIES**

- Operational facility maintenance such as refrigeration plant checks
- Ice maintenance including edging and flooding and completing related ice plant records
- Pool maintenance including filtration, sanitation, standard testing and recording readings;
- Maintenance and routine repairs relative to heating, ventilation, air conditioning, ice-making and related support systems
- Opening and securing public facilities as required
- Set up and take down for event preparations and room rentals
- Custodial duties such as picking up litter, floor care, sanitization, and window cleaning
- Snow and ice removal
- Regular departmental inspections of buildings and facilities including inspections for public safety and removal of obstacles and hazards
- Unloading, loading and moving of supplies
- Maintenance of log books as required (e.g. refrigeration plant log/snow clearing log)
- Answering routine questions from the public
- Participating in departmental training
- Liaising with staff and supervisors
- Ensuring the facility rules and regulations are enforced and comply with approved departmental policies and procedures
- May serve on various employee committees

## **PERFORMANCE FACTORS**

- Knowledge, Ability and Skills
- Customer Service
- Quantity of Work
- Cooperation
- Reliability
- Attendance and Punctuality
- Compliance
- Health & Safety

## **REQUIRED QUALIFICATIONS, LICENSES, CERTIFICATES & REGISTRATIONS**

- Graduation from high school education or equivalent.
- Technical Safety BC Refrigeration Certification (minimum Refrigeration Safety Awareness)
- WCB First Aid Level I
- Valid Class 5 BC Drivers License
- Transportation of Dangerous Goods
- WHMIS
- The successful candidate must be able to pass and maintain a clear Police Information Check - Vulnerable Sector

## **REQUIRED KNOWLEDGE, ABILITY AND SKILL**

- Ability to work varied shifts (including evenings and weekends)
- Some knowledge of equipment, facilities, materials, methods and procedures used in maintenance, construction and repair activities
- Working knowledge of the policies and regulations governing the use of municipal recreation facilities and equipment
- Skill in operation of the listed tools and equipment
- Ability to occasionally lift and/or move up to 25 kg
- Ability to perform heavy manual tasks for extended periods of time
- Ability to work safely
- Ability to demonstrate exceptional communication and customer services skills as necessary to establish and maintain effective working relationships with supervisors, co-workers, and the public
- Ability to work with minimal supervision and to follow instructions independently
- Ability to understand and carry out written and oral instructions

## **GENERAL TOOLS AND EQUIPMENT USED**

- Ice making/maintaining equipment such as ice resurfacers and ice edgers
- Utility vehicles such as light trucks, ATVs, forklifts and skid steer
- Aerial platforms such as Genie or scissor lifts and bucket trucks
- Janitorial equipment such as floor scrubbers and dry mops
- Compressors, pneumatic hammers, cutters and compactors, lawn mowers, wheeled tractors, pumps and similar gas, diesel, electric or air powered tools;
- General hand tools such as drills, hammers, shovels, rakes, etc.

## **GENERAL**

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related and/or a logical assignment to the position.

This is a position in the BC Government and Service Employee's Union.