

**CITY OF FORT ST. JOHN  
POSITION DESCRIPTION**

**Class Title:** Facilities Operator  
**Department:** Community Services - Facilities  
**Date:** October 2007

**NATURE OF WORK**

Performs a variety of semi-skilled tasks and operates a variety of equipment in the construction, operation, repair, maintenance, and replacement of City facilities. Shift work is required for this position including evenings and weekends.

**SUPERVISION RECEIVED**

Works under the supervision of an assigned supervisor

**SUPERVISION EXERCISED**

May provide direction or assistance to temporary workers or other employees

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

**The maintenance and minor capital construction of City owned or operated facilities, buildings and structures such as:**

- Opening and securing public facilities as required;
- Custodial/janitorial duties including removing litter from grounds;
- Ice maintenance, including edging and resurfacing, and completing related ice plant records;
- Regular departmental inspections of buildings and facilities including inspections for public safety and removal of obstacles and hazards
- Pool maintenance including filtration, sanitation, mechanical, standard testing and recording readings;
- Building maintenance and repairs

**The operating, basic maintenance and related safety inspections of a variety of related equipment such as:**

- Compressors, pneumatic hammers, cutters and compactors;
- Chain saws, lawn mowers, wheeled tractors, powered sewer augers, pumps and similar gas, diesel, electric or air powered tools;
- Utility vehicles such as cars and light trucks; wheeled tractors and compactors;
- Hand tools such as axes, scythes, machetes, saws, pruning shears, hammers, shovels, rakes, etc. required to carry out assigned tasks.
- Ice making/maintaining equipment
- Janitorial equipment

**Other related duties, including but not limited to, the following:**

- Unloading, loading and moving of supplies;
- Attending functions and setting up/tearing down for special events
- Assisting tradesmen;

- Maintenance of log books and records including user group hours and statistics;
- Answering routine questions from the public;
- Participating in departmental training;
- Liaising with staff and supervisors;
- May serve on various employee or other committees.

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

- Grade 12 or equivalent
- Occupational First Aid Level 1
- Valid Class 5 BC Drivers Licence
- Transportation of Dangerous Goods
- WHIMS
- Forklift Certification (or ability to acquire within 4 months of hire)
- Ice Facility Operators Certification (RFABC) and/or Pool Operator Level II Certification (RFABC) or an equivalent level of facility certification
- Minimum of 2 years experience working in an ice arena or public swimming pool

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

- Demonstrated ability to use materials and operate equipment in a safe and efficient manner in the maintenance, construction and repair activities related to recreation facility maintenance
- Ability to pass a Criminal Record Check
- Skill in the safe operation of the listed tools and equipment.
- Ability to perform heavy manual tasks for extended periods of time
- Ability to communicate effectively verbally and in writing
- Ability to establish and maintain effective working relationships with employees, other departments and the public
- Ability to understand and carry out written and oral instructions.
- Demonstrated basic computer skills.
- Excellent customer service skills

## **TOOLS AND EQUIPMENT USED**

Office equipment  
 Pool maintenance equipment  
 Refrigeration plant  
 Zamboni and ice edger  
 Forklift  
 Janitorial equipment  
 Power tools

## **GENERAL**

Formal application, rating of education and experience, oral interview and reference check, criminal record check, and other job related tests may be required

The duties listed above 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.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and the requirements of the job change

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