



JOB DESCRIPTION

Title:	Arena Maintenance/Ice Person & Maintenance Worker II-Landscaping	Pay Grade:	Paygrade 7 – Outside
Department:	Parks and Recreation Department & Works and Utilities Department	Location:	Summerland Arena & Works and Utilities
Supervisor:	Manager of Recreation & Manager of Works	Reviewed:	January 2019

Nature and Scope of Work

This position is a combination of the Arena Maintenance/Ice Person at the Arena and the Maintenance Worker II-Landscaping at Works and Utilities. On a day to day basis, the Arena Maintenance/Ice Person role will report to the Facilities Maintenance Coordinator at the Arena and the Maintenance Worker II-Landscaping position, will report to the Works Sub-Foreman–Landscaping.

The Arena Maintenance/Ice Person is responsible for the building supervision, maintenance and operations of the Arena while on shift (Fall-Winter season). The Maintenance Worker II-Landscaping position performs a variety of skilled and unskilled work in all weather conditions both outside and in municipal facilities (Spring-Summer season).

Duties

1. Operation and daily maintenance of the Zamboni Ice Maker, resurfacing and marking out ice as required.
2. Performs maintenance work and minor repairs on equipment as required.
3. Makes building repairs as required, minor plumbing, carpentry and painting.
4. Checks and cleans facilities, including garbage and recycling.
5. Building surveillance, including the maintaining of order and influencing behaviour of those using facilities; attempts to minimize violence.
6. Maintains and sharpens rental skates.
7. Sets up chairs, tables and other equipment for banquets and meetings.
8. Provides customer service to user groups of the arena.
9. Monitors all arena systems and document/report as required.
10. Ensures the health and safety of patrons and staff; familiar with all policies and

procedures; implement emergency procedures as required; follow up with supervisory staff as required.

11. Assist in the maintenance of the District's landscape and recreational areas which includes gardens, flower beds, hanging baskets, boulevards, beaches, parks, trails, docks, buildings, walkways, cemeteries, and the tree nursery at the Wastewater Treatment Plant.
12. Repair of turf, apply sod, and seed as required.
13. Assist in the herbicide and pesticide programs.
14. Operate a variety of equipment including trucks, tractors and a variety of specialty landscape equipment.
15. Municipal building maintenance, and other Works related duties.
16. Performs other related duties as required.

Required Skills and Knowledge

1. Considerable knowledge of ice resurfacing procedures as well as arena janitorial work, maintenance and repairs.
2. Experience and sufficient on-the-job training (in this or a similar environment) to enable the employee to perform the required duties.
3. Understanding of arena operations, maintenance and repairs.
4. Communication and customer service skills.
5. Support a cooperative and efficient working environment.
6. Exercise courtesy, tact, and diplomacy in the exchange of information with other District employees, private contractors, and members of the public.
7. Ability to adapt to a work environment with ongoing changes.
8. Demonstrated understanding of health and safety requirements in an arena environment.
9. Demonstrated ability to:
 - perform heavy manual work in a variety of conditions;
 - operate a variety of hand, power, and specialized tools, as well as machinery, vehicles, and equipment in accordance with recognized safe operating procedures;
10. Comprehensive knowledge of landscaping methods and practices including the use of tools and equipment.

Required Qualifications

1. Refrigeration Operators Certificate.
2. Experience in landscape maintenance or related field.
3. Ability to pass and maintain a Police Information Check including the vulnerable sector section.
4. MOE Pesticide Applicator Certification or an ability and willingness to obtain one.
5. Valid First Aid Certificate or an ability and willingness to obtain one.
6. Grounds experience, such as golf course, ball or school fields is an asset.
7. Knowledge in the installation, maintenance and repairs of irrigation systems would be an asset.
8. Chainsaw training is considered an asset.
9. Valid Class 5 BC Driver's License.

Remuneration and Hours of Work

1. Remuneration in accordance to Schedule 'A' of the CUPE Collective Agreement.
2. Hours of work for this position include 4, 10-hour shifts or 5, 8-hour shifts, early mornings, daytime, evenings, weekdays and weekends.