



JOB DESCRIPTION

CLASSIFICATION: FACILITY WORKER I


JOB TITLE: LABOURER

REFERENCE NO: 43740

DIVISION: PUBLIC SERVICES

DEPARTMENT: PARKS AND RECREATION

APPROVAL DATES: BY:  DATE: July 22/13
COMMISSIONER OF PUBLIC SERVICES

BY:  DATE: Aug 20/13
GENERAL MANAGER OF HUMAN RESOURCES

GENERAL DESCRIPTION:

This is a junior, unionized position responsible for the general clean up and minor maintenance of recreation facilities.

ORGANIZATIONAL RELATIONSHIPS:

- Reports directly to the Senior Facility Operator or designate.
- May receive work direction and supervision from a Facility Operator.

PRIMARY FUNCTIONS/ACCOUNTABILITIES:

- Maintains the cleanliness of recreation facilities consistent with Standard Operating Procedures and standards.
- Performs basic, minor building repairs and carries out routine preventative maintenance.
- Assists Facility Operators with duties such as: ice cleaning and resurfacing, maintenance of equipment, pool cleaning and sanitation, etc.
- Documents and reports necessary repairs and potential problems to the Senior Facility Operator.
- Responds to inquiries and provides information and assists in the resolution of operational issues identified by facility users.
- Assists with the general security of the facility and ensures the safety and orderly conduct of facility users.
- Performs all other related duties as requested by an immediate supervisor or delegate.
- Projects a positive image of self and the organization to the public.

REQUIRED COMPETENCIES:

- Working knowledge of custodial techniques, cleaning equipment and cleaning supplies.
- Basic knowledge of building systems.
- Mechanical aptitude with a basic understanding of general maintenance principles.
- Ability and flexibility to adjust to changing priorities and deadlines.
- Ability to work with limited direction and solve routine work problems.
- Ability to communicate effectively, orally and in writing with fellow employees and members of the general public.
- Ability to make sound decisions using good judgement.
- Ability to work in a team environment.

-
- Excellent interpersonal skills to establish and maintain working relationships with co-workers, other City departmental staff, groups and organizations, and the general public.
 - Reliable and dependable.
 - Excellent and proven planning and organizational skills.

REQUIRED QUALIFICATIONS:

- Successful completion of Grade 12 or high school equivalency diploma.
- Three (3) months previous experience in building maintenance and/or custodial work.
- Demonstrated working knowledge and ability to use power and hand tools and equipment.
- Must possess and maintain a valid Class 5 Driver's License, with an acceptable driving record.
- Must possess current Emergency First Aid and CPR certificates.
- An equivalent combination of management approved training and experience may be considered.

SALARY RANGE:

- Range 4 in accordance with the Collective Agreement for CUPE Local 46 (Inside and Outside Workers).