



REGIONAL DISTRICT OF CENTRAL KOOTENAY

Facility Operator

Nelson & District Community Complex

Job Description

TITLE OF IMMEDIATE SUPERVISOR: Operations Supervisor

TITLE OF IMMEDIATE SUBORDINATES: N/A

DEPARTMENT: COMMUNITY SERVICES - Recreation

SUMMARY OF POSITION:

Under the general supervision of the Operations Supervisor the Facility Operator performs skilled operational, building maintenance and janitorial work in multi-purpose facilities. Duties include operating refrigeration, ice-making, resurfacing and pool equipment; undertaking and performing limited construction or renovation projects and performing routine janitorial duties. The worker must exercise care in routine dealings with other employees and provide assistance to the public and user groups using the facilities.

TASK DESCRIPTION:

As a member of the Operations team, responsibilities include, but are not limited to:

1. Perform a variety of building and equipment maintenance duties and ensure operation of facility heating, air conditioning and exhaust units, water boilers and emergency lighting systems.
2. Regularly inspect, operate and maintain ammonia refrigeration plants, brine transfer pump system, chiller oil level and regulate condenser coolant water flow. Read, interpret meters and gauges as well as perform calculations, tests and maintain report, logs and records; care for instruments and tools.
3. Perform regular inspection duties of pools. Operate and maintain a water quality control center, pump and filtration systems. Perform regular water tests for chlorine residual (free, total and combined), PH level, temperature and flow requirements and adjustments. Test water to ensure provincial standards are being met using chemical analysis such as: saturation index, calcium and alkalinity factors and total dissolved solids.
4. Maintain arena ice surface to facility standards to ensure ice is safe, uniform and of desired hardness. Ability to effectively operate and maintain all equipment used to maintain an arena ice surface.
5. Assist with the annual removal and installation of an arena ice surface.
6. Perform repairs and maintenance tasks on mobile and stationary equipment including fitness equipment.
7. Perform minor plumbing, carpentry and painting work/repairs according to facility needs.
8. Assist in custodial duties to maintain all areas of the facility in a clean, fresh appearance.
9. Regularly inspect and maintain grounds in accordance with assigned duties and fill out required reports pertaining to same.
10. Set ups and take-downs for facility bookings and special events as required by event and booking requirements.
11. Supervise the public by enforcing rules and regulations and ensure building code regulations are maintained.
12. Perform routine security checks for facility opening and closing.
13. Answer inquiries and provide routine information and assistance to customers and user groups using the facilities.



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REQUIRED QUALIFICATIONS

- Class 5 Power Engineering Certification.
- Ice Facility Operators Certificate or equivalent.
- Pool Operation Level 2 Certificate of Competency or equivalent.
- Valid B.C. Drivers License.
- Standard First Aid and CPR.
- Workplace Hazardous Materials Information System (WHMIS) Certification.
- Satisfactory Criminal Record.
- Grade 12.
- One years experience in arena operations.
- One years experience in pool operations.
- Experience or knowledge relating to recreational facilities.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of methods, materials, tools, and equipment used in installation, maintenance and removal of an arena ice surface.
- Knowledge of the operation of an arena refrigeration ice plant.
- Knowledge of the principles of operation of heating, hot water, and ventilation units.
- Knowledge of operation of pool filtration system, including ozone and chlorine systems .
- Ability to read, interpret meters and gauges as well as perform calculations, tests and maintain reports, logs and records.
- Knowledge of methods, materials, tools, and equipment used in janitorial work.
- Knowledge and ability to perform simple repair and maintenance tasks on buildings and components.
- Knowledge of WHMIS procedures.
- Knowledge of using, handling, and shipping of hazardous chemicals and dangerous goods.
- Ability to perform operational maintenance and servicing duties and repair equipment and machinery.
- Ability to deal courteously and effectively with the public.
- Ability to work with minimal supervision, exercise considerable independence of judgment / action in the operation of equipment.
- Ability to work as a team member and effective communicate with co-workers and Supervisor.

ACCEPTANCE

I have read and discussed the expectations for this position. The associated tasks have been explained to me by my direct supervisor and I am prepared to accept these responsibilities.

Employee Name

Employee Signature

Date

Employer Representative Name

Employer Representative Signature

Date