



**Facility Maintenance 2 (Part-time)
Community Services Department**

Position Summary

Reporting to the Supervisor, Facility Maintenance, this position is responsible for providing day-to-day maintenance and minor repairs at an assigned multi-use facility, which may include swimming pools, fitness areas, arenas, meeting rooms / auditoriums, lobby and washrooms to ensure that the building is safely operated. This position provides effective customer service, program support and maintains scheduling requirements to provide direct service delivery to the public. The successful candidate must be able to work variable hours including evenings and weekends.

Major Job Responsibilities

- Performs regular maintenance and cleaning duties within the facility and some outdoor areas
- Promotes and ensures safe working practices; ensures legislative compliance and addresses areas of risk
- Floods ice surface and operates ice edger as required, and other ice maintenance tasks as assigned
- Monitors and maintains pool filtration and chemistry and ensures pool environment is in compliance with Regional Health Department Regulations and Health and Safety Regulations
- Responsible for the opening and closing of the facility as required
- Responsible for the safe and efficient operation of facility systems which includes decision making in emergency situations to ensure the safety of facility occupants
- Provides customer service and assists in program support to ensure effective service delivery to the public
- Anticipates customer's needs and proactively addresses potential concerns before they arise; reviews and monitors facility bookings and rentals
- Responds to customer inquiries according to established procedures and approved decision making framework
- Maintains ongoing communication with the Facility Supervisor, Facility Operator, program staff, event and customer service staff to maintain a high level of efficiency
- Provides set up/clean up and conversions based on facility programming requirements, responding to additional requests as required
- Provides support to Facility Attendants as required, including directing shift duties and ensuring policies and procedures are communicated and quality standards are maintained
- Completes risk and assessment logs and performs minor repairs to ensure equipment is functioning for optimal efficiency
- Makes minor repairs or adjustments to various types of equipment as required
- Performs minor building related repairs
- Completes daily logs and task lists

Education and Experience

- Completion of Grade 10 education; Secondary School diploma is preferred
- Minimum one (1) year of maintenance experience working in a municipal facility, arena, pool and/or recreation centre

Additional Skills

- Knowledge of facility operations including Ice Resurfacers operations, Pool Backwash and Fouling procedures, HVAC systems, BAS programs and Fire systems
- Understanding of fire safety and risk management
- Strong customer service and communication skills
- Able to work productively in a team environment and independently as required
- Able to perform all activities including but not limited to: lifting over 40 lbs, climbing, working above ground level on ladders and on upright lifts

Certifications and Designations

- Current First Aid and CPR

Starting Hourly Rate: \$25.10

If you are currently employed with the Town of Milton, please apply internally through the Jobs Hub app of your Workday account in order for your application to be processed as an internal applicant.

In accordance with the Freedom of Information and Privacy legislation, applicant information is collected under the authority of the Municipal Act and will be used strictly for candidate selection.