



HEART OF THE HAZELTONS  
upper skeena recreation centre



**Canadian Recreation Excellence (District of New Hazelton)**  
**Upper Skeena Recreation Centre Job Description**  
**ARENA/MAINTENANCE/CUSTODIAL WORKER**  
**(September 2018)**

**Description**

Reporting to the Arena/Maintenance/Custodial Supervisor or designate, this employee performs diversified work related to the maintenance and operation of all recreation facilities and works in accordance with established practices and procedures established. Work will be of a semi-skilled, technical nature.

**Essential Functions**

- Make and maintain ice surfaces to required standards
- Operation of refrigeration and ice making equipment and routine maintenance of mechanical systems and equipment at all recreation facilities
- Transport materials, tools and equipment to and from work sites
- Maintain parks, playgrounds and surrounding areas
- Perform janitorial duties and routine building maintenance
- Assist with set up and take down for community events occurring at the facilities
- Fuel cars, trucks and equipment
- Ensure that all work performed is in accordance with safety standards set forth in WorkSafeBC's occupational health & safety manual and that pursuant to regulations are adhered to including the use of PERSONAL PROTECTIVE EQUIPMENT (PPE).
- Follows Technical Safety BC (TSBC) standards and practices.
- Demonstrate continuous effort to improve operations, streamline work processes and work cooperatively towards an efficient and effective work environment
- Performs other job related duties as assigned.

**NOTE:**

**The duties listed are not set forth for the purpose of limiting the assignment of work and are not to be construed as a complete list of the duties normally to be performed under a job title or those duties temporarily performed outside the normal line of work.**



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### **Required Knowledge, Skills and Abilities**

Knowledge of:

- tools, equipment, procedures, principles and methods used in icemaking, refrigeration and building and equipment maintenance; and
- municipal public works and recreation equipment & operations
- Thorough knowledge of applicable safety regulations

Ability to:

- Physically capable of carrying out the duties of the position involving bending lifting and moving of heavy or light objects;
- work in a variety of weather conditions with exposure to the elements;
- learn job-related material primarily through oral instruction and observation;
- read, understand and interpret plans and specifications;
- follow oral or written instructions and procedures;
- Deals tactfully and courteously with the public and practices good public relations while responding to their inquiries.
- Prioritizes and multitasks while anticipating the needs of the facility and the public.
- Keeps accurate records, including but not limited to: Daily logs, equipment and material usage reports, while following established safety rules and regulations.
- Uses computer applications as required
- Work well in a team situation and independently

### **Education, Qualifications, Licenses and Certificates**

- Completion of grade 12 education, BC Refrigeration Operators or Ice Facility Operator Certification, Building Service Worker Certificate, or a combination of education and relevant experience
- WHMIS Certificate
- First Aid Certificate
- A valid BC Drivers License
- Criminal Record Check



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