



EMPLOYMENT OPPORTUNITIES:

FACILITY ATTENDANT II

(1) FULL TIME & (1) PART-TIME POSITION

DEFINITION:

Under the direction of the Facility Manager, or his/her delegate, the successful applicant maintains the ice surface (along with associated systems), maintains and cleans the Danny Cleary Harbour Grace Community Centre (facility), and operates related equipment.

EXAMPLES OF WORK PERFORMED:

- Supervise public use of the facility;
- Maintain a log on plumbing, heating and ventilation systems of the facility and ensures they are in proper working order;
- Maintain and operate all automated systems pertaining to plumbing, heating and ventilation while ensuring they are functioning properly.
- Maintains all facility operating equipment and associated maintenance logs;
- Perform minor carpentry and repairs when required;
- Responsible for opening/closing the facility and making sure everything is ready for daily operations (schedule driven).
- Operate equipment including, but not limited to, ice making, janitorial, and building maintenance;
- Assist in supervision and training of support staff as needed;
- Assist with making ice surface and maintenance including flooding, operating ice conditioning machines, ice painting, etc., as required;
- Enforce all rules and regulations of the facility regarding public health and safety;
- Ensure facility is vacant and secure at end of each day
- Assist with maintaining flower beds, trees, shrubs, turf areas, including, but not limited to, weeding, mowing grass, litter pickup, pruning, fertilizing, etc., as required;
- Perform heavy manual duties, including, but not limited to, snow removal, gardening, moving tables, chairs, etc.;
- Identify hazards, perform corrective measures, and report hazards to supervisor;
- Answer and act on public enquiries and complaints, as required;
- Maintain records and information, as required;
- Shift work is required, including evenings and weekends; and
- Other duties, as required.

MINIMUM TRAINING AND EXPERIENCE:

- Secondary school graduation;
- Demonstrated ability to operate related equipment safely and efficiently;
- Able to perform heavy manual labour;
- Supervisory experience;
- Good working knowledge of WorkSafe Regulations, as relates to the work involved;
- First Aid training;
- Ability to work independently and to accomplish tasks and assignments;
- Ability to deal effectively with co-workers and the public;
- Good written and oral communication skills; and
- Valid Class 5 Driver's License.

The above items are a general description of the principal functions of the job identified and shall not be construed as a detailed description of all the work requirements that may be inherent in the job.

Salary will be determined by the latest Collective Agreement.

CONDITIONS OF EMPLOYMENT:

- Recent, satisfactory code of conduct and vulnerable sector check.
- Applications that do not clearly demonstrate the required criteria will be screened-out

HOW TO APPLY:

Applications may be delivered to the Town Hall, 112 Water Street, Harbour Grace, NL, A0A 2M0, or emailed to Amy Dwyer, Town Clerk/Manager, at a.dwyer@townofharbourgrace.ca.

Deadline for applications: No later than 2 p.m. on Friday, August 16, 2024