

JOB SUMMARY:

Reporting to the Parks and Recreation Supervisor the Facility Maintenance Technician is the lead staff for all facility renovations and maintenance. This position provides general maintenance, repairs and renovations to all municipal facilities, equipment and park infrastructure within the Parks and Recreation Department. The Facility Maintenance Technician also assists with winter snow control and asset inspections.

IMMEDIATE SUPERVISOR:

Parks and Recreation Supervisor

STATUS:

Regular Full-time

HOURS

40 hours per week, on-call duties as required

TITLES OF POSITIONS REPORTING TO THIS POSITION:

Summer Students and Seasonal Employees

KEY DUTIES & RESPONSIBILITIES:

- Responsible and accountable for conducting general maintenance and the repair and renovation of all municipally owned facilities and/or co-ordinate through a trade person the repair of said facilities
- Take lead role on construction and renovation projects
- Respond to after-hours emergency calls according to on call rotation
- Responsible and accountable for providing general information to the public and assisting them with their concerns and complaints when possible
- Must be able to push, pull and lift up to 55lbs, multiple times per day and includes moving items up and down stairs
- Assist with setup, takedown and the operation of special events
- Responsible for completing and documenting regular risk management checks associated with various Township owned lands and facilities
- Operate commercial vehicles and small power tools
- Equipment repair and maintenance or co-ordinates through a trade person the repair of said equipment
- Assist with supervision of all Park Summer Staff

- Will perform his/her duties and ensure that assigned employees/volunteers work in accordance with the Township's Safety Policy and Procedures as well as the Occupational Health and Safety Act, including all applicable regulations
- Perform other related duties as directed by the Parks & Recreation Supervisor or designate

EDUCATIONAL REQUIREMENTS

- Ontario Secondary School Diploma or equivalency
- Post-Secondary Education related to, facility management, skilled trade, project management
- Red Seal Endorsement in HVAC, Plumbing, Electrical or similar trade considered an asset

SKILLS & QUALIFICATIONS:

- Minimum 5 years' experience in facility maintenance, trade or general construction
- Skill set to take lead role in facility renovations and maintenance is mandatory
- Red Seal Endorsement in HVAC, Plumbing, Electrical or similar trade considered an asset
- Knowledge of facility operations including facility automation, electrical, plumbing, security, building maintenance and risk management gained through experience in property/building maintenance
- General construction skills such as electrical, plumbing, framing, masonry, and dry walling experience required
- Minimum Class G Ontario Driver's Licence in good standing to the satisfaction of the Township required; Class D-Z Licence an asset
- A valid Criminal Record Background Check to the satisfaction of the Township of Guelph/Eramosa is required
- First Aid and CPR training is required
- Fall arrest and confined space entry certification training would be an asset
- Must live or be willing to relocate within a 30 min response time to Township facilities
- Basic computer skills required

EFFORT AND WORKING CONDITIONS:

- Flexible working hours – will require occasional evenings and weekends.
- Outdoor work in all environmental conditions
- Involves mental and visual concentration.
- Job requires heavy physical exertion.
- Working alone and or in isolated locations

Approved by:

By: 
 Chief Administrative Officer

On: June 22, 2022

*Updated: March 2018, January 2020,
 June 2022, March 2023*