

## **BUILDING SERVICE WORKER II**

Arena

### **DEFINITION**

This is maintenance work in the general operation and service maintenance of ice arenas and other associated buildings and equipment in municipal recreation facilities. An employee in this classification is responsible for various maintenance functions involving ice making and resurfacing, building equipment maintenance and repair, and custodial and cleaning tasks as required.

Verbal and written instructions are received from supervisors. Work and performance is evaluated on the basis of efficient operation of equipment and maintenance of desired standards for each facility as a whole.

This is shift work and is normally performed without direct supervision.

### **ILLUSTRATIVE DUTIES AND RESPONSIBILITIES:**

- Performs the set up, clean up and take down tasks in cooperation with program requirements and special events.
- Sweeps, dusts, mops, wet mops scrubs, strips, seals and waxes and polishes floors. Dusts and cleans offices, washes windows and walls.
- Cleans washrooms, replenishes supplies and ensures that proper disinfectants and cleaning methods have been used.
- Operates and services ice-making and ice-resurfacing equipment.
- Maintains ice surface and other associated enclosed areas.
- Performs maintenance on heating systems, air conditioning fans and systems, compressors and plumbing fixtures.
- Maintains records of equipment operation.
- Assists in training seasonal and auxiliary employees as required.
- Performs other related duties as required.

### **KNOWLEDGE, SKILLS AND ABILITIES ON THE JOB:**

- A good working knowledge of the operation and service maintenance of chillers, compressors, pumps, electrical motors and electrical services for ice making purposes.
- Working knowledge of building maintenance and cleaning routines.
- Knowledge of the rules and precautions necessary to avoid accidents in and around municipal facilities and equipment.
- Ability to maintain acceptable standards of ice surface quality and cleanliness and condition of related facilities.
- Working knowledge of the methods, materials, tools and practices used in servicing and making minor building and equipment repairs.
- Ability to assist in training seasonal and auxiliary employees.
- May be required to wear respirator equipment and shall meet requirements of a complete fit test. ie: clean shaven where respirator seals the skin.
- General knowledge of biological and social factors associated with working shifts.
- Demonstrates Saanich Core Competencies as they relate to this position (see all behaviour statements):

- Adaptability - willingness to be flexible in a changing work environment.
- Relationship Building - establishes and maintains respectful and cooperative working relationships.
- Effective Communications - communicates effectively with others.
- Problem Solving - recognizes and acts to resolve problems.
- Customer Focus - provides excellent service to both internal and external customers.

**REQUIREMENTS:**

- Grade 11 and completion of Custodial Services Program.
- 5<sup>th</sup> Class Power Engineering (Refrigeration Endorsement) certification (RO) or Ice Facility Operator's certification (IFO).
- Over three months and up to six months related experience.
- Sufficient physical strength to perform the work and stamina to work varying shifts.
- Possession of a valid Class 5 BC Driver's Licence.
- Satisfactory criminal record check.
- OFA Level 1 as required.

**STANDARDS:**

- Support and uphold the established policies and objectives of the Municipality and the Division in all areas of activity.
- Will not release or discuss non-routine municipal or departmental business without prior authorization.
- Adhere to all established municipal and departmental rules and regulations.
- Maintain the performance levels set by the Division in the execution of all duties and responsibilities.
- Maintain a cooperative working relationship with employees, management, Council and the public.
- Maintain regular communication with the supervisors, keeping them fully informed of all non-routine, urgent and/or controversial matters.
- Shall not receive or solicit a subscription, gratuity, or fee for or in conjunction with any service or presumed service performed by him/her as an employee.