

Township of Terrace Bay – Recreation Caretaker

Reporting to the Head Caretaker, Caretakers will safely perform a wide variety of duties related to facility maintenance and facility operations. Areas to be maintained include, but are not exclusive to, the Community Centre, Arena, Bowling Alley, Curling Club, Pool, Michael King Hall, Seniors Centre, Multi-purpose rooms, Terrace Bay Beach, Aguasabon Gorge and Public Parks.

Caretakers will competently and safely use a variety of equipment and vehicles to perform ice, pool, and general facility maintenance. The functions performed in this position are in accordance with established standard operating procedures, departmental practices, and legislated requirements with a focus on quality customer service and continuous improvement.

Responsibilities:

Perform general maintenance duties in the overall facility such as cleaning, painting, collection and disposing of garbage both inside and outside facilities, clearing building entrance ways and emergency exits of snow and ice and recording equipment readings.

Maintain washrooms, change/dressing rooms, and associated areas daily in a sanitary condition including cleaning, disinfecting, removing garbage and replenishing supplies of toilet paper, soap, and paper towel.

Perform building and facility inspections. Monitor, and maintain facility refrigeration, boiler, HVAC, and safety systems; ensure logbooks and legislated compressor checks are accurately completed.

Provide general groundskeeping services within the Township.

Ensure that all facilities and equipment are safe, ready for use, maintained in good repair, efficiently and effectively operated for the convenience and enjoyment of patrons and the public.

Troubleshoot and adjust mechanical, plumbing, electrical, refrigeration, and handling systems. Reporting issues to the Head Caretaker or Supervisor.

Communicate regularly with team members and users of facilities.

Act as a resource person to customers, providing superior customer service.

Set up and take down equipment related to Township events and facility rentals.

Assist with training and leadership of student workers.

Maintain appropriate work records including incidents and accidents reports, time sheets and other documentation and sign off as required.

Report and follow up on all building incidents as per established protocols.

Qualifications & Preferences

Experience related to the duties listed above, normally acquired through the completion of a Grade 12 diploma and one year experience in a custodial or maintenance work environment.

Must be able to perform the physical demands of the job including lifting, kneeling, and shovelling and be able to actively participate in daily activities, and in all types of weather conditions.

Excellent customer service skills with the ability to interact with internal and external contacts/customers on a daily basis.

Must be a reliable self-starter, able to make decisions and function with minimum supervision.

Ability to work co-operatively with other team members.

Possess a Class G licence.

Possess or ability to obtain a valid First Aid/CPR Certificate

Experience related to operating an ice re-surfacer is an asset.