



Job Description

Job Title:	Maintenance/Custodial Laborer
Job Type:	Union
Reports To:	Operations Maintenance Coordinator
Direct Reports:	None

Summary

The Maintenance/Custodial Laborer is responsible for the day-to-day maintenance, operation, preparation, repair, security, and cleanliness of the Garcelon Civic Center as well as providing excellent customer service as part of a team environment.

The facility includes: an ice surface, a walking track, meeting rooms, a fitness area, an aquatic area, kitchen and canteen facilities, a pro shop, grounds, washroom facilities, dressing rooms, storage areas, coat check/library, and administrative offices, etc.

Duties and Responsibilities

The following are the primary job duties and responsibilities of the Maintenance/Custodial Laborer. The following statements are intended to describe the nature of work and level of work being performed but may not be an exhaustive list of all duties and responsibilities of the position. Other duties and responsibilities may be assigned by the Operations Maintenance Coordinator, the Garcelon Civic Center Manager, or CAO/Development Officer.

- Maintains, operates, and repairs the facility and grounds.
 - Performs painting, carpentry, maintenance, and repairs as well as electrical set up to the facility.
 - Performs servicing, monitoring, and maintenance to the facility equipment. This includes but not limited to the plumbing, mechanical, heating and ventilation systems.
 - Assists with the operation of the refrigeration plant and ice maintenance; the aquatic operations and filtration systems.
 - Performs outside duties such as unloading trucks, snow removal, grounds maintenance, and parking lot management.
- Works as part of team in preparation of facility events, activities, and special functions.
 - Performs the set up and take down of chairs, staging, tables, and other equipment and supplies as required for activities, tournaments, trade shows, concerts, weddings, conferences, events, programs, and other special functions, etc.

- Ensures a clean and safe facility and maintains related inventory.
 - Maintains and ensures a clean and safe facility, which includes, performing routine custodial work and cleaning tasks such as dusting, sweeping, mopping, waxing, in all assigned areas of the facility including but not limited to the lobby, meeting/conference rooms, aquatic area, fitness area, dressing rooms, washrooms, walking track, storage areas, administrative offices, kitchen, canteen, pro shop, hallways, stairways, ramps, grounds, bleachers, interior/exterior windows and glass, emptying, and collecting of garbage;
 - Completes accident/incident reports, notifying Operations Maintenance Coordinator of same; contact appropriate emergency services as required.
 - Performs daily inspections and security of the facility, equipment, and grounds, reports any abnormalities, damage due to usage, vandalism, or other causes to the Operations Maintenance Coordinator.
 - Assists with maintaining inventory of cleaning supplies and products; stocking supply areas; refilling vending machines; and notifying Operations Maintenance Coordinator when supplies are low.
- Operates and maintains municipal tools and equipment and maintains related inventory.
 - Ensures all tools and equipment used while performing duties are kept clean and well-maintained and stored in a safe and secure location.
 - Performs regular maintenance on equipment such as tune-ups, oil changes, greasing, minor repairs and replacement of parts, etc. and reports major repairs, if necessary, to the Operations and Maintenance Coordinator.
 - Assists with maintaining inventory of tools, equipment, and maintenance and construction supplies; and notifies the Operations and Maintenance Coordinator of major repairs, and/or the purchase of require items.
- Provides customer service, administration, and security.
 - Enforces rules and regulations of the facility.
 - Assists patrons with rental needs.
 - Promotes and maintains positive public relations.
 - Cash handling.
 - Supervises and monitors patrons.
 - Conducts opening/closing duties.

Qualifications

- Completion of Grade 12 and/or equivalent.
- Current First Aid & CPR, and WHIMIS.
- Must be bondable.
- Must possess a valid Class 5 New Brunswick Driver's License or higher, and clean driving abstract.
- Arena Operators level I or the willingness to obtain.
- Pool Operators Certification or the willingness to obtain.
- Preference may be given to individuals with one to three years of experience in painting, mechanical, plumbing, carpentry, janitorial duties, structural repairs, HVAC, and refrigeration.
- One to two years of experience working within arena and pool operations.
- Criminal records check; and
- Equivalent combinations of education and experience may be considered.

Knowledge, Skills, and Abilities

The following knowledge, skills, and abilities are required:

- Knowledge of any relevant policies, procedures, rules or regulations including WHMIS Standards, Occupational Health & Safety Regulations.
- Physical strength and endurance.
- Effective communication skills, including the ability to listen actively, respond verbally in a manner that is clear and respectful, and prepare written communications that are clear and concise.
- Attention to detail and the commitment to maintain high standards to ensure a clean, safe, healthy, and attractive facility.
- Flexibility, including the ability to adapt to work effectively within a variety of situations and with various individuals or groups.
- Time and stress management skills, including the ability to prioritize work, manage multiple demands, meet tight deadlines, remain calm during crises, respond constructively and support others in challenging situations.
- Teamwork and relationship-building skills, including the ability to establish and maintain effective working relationships with peers, subordinates, council members, residents, government officials, auditors, contractors/suppliers, business representatives and other stakeholders.
- Basic level of computer literacy and skills.

Working Conditions

- The incumbent is required to use cleaning, maintenance, and construction materials and may be in contact with chemicals that may cause irritation to the skin or eyes. The incumbent may at times be exposed to dangerous or toxic substances and must take the necessary precautions to protect eyes, nose, and skin. The Civic Center Maintenance/Custodial Laborer is also required to use tools and operate equipment that must be handled with safety and caution to avoid risk or injury.
- The incumbent must be able to deal effectively with members of the public in a courteous and respectful manner.
- It is particularly important to ensure safe operation of machine equipment where children or members of the public are present.

Physical Requirements

- The position is a physically strenuous and demanding job that routinely involves lifting, carrying, hauling, pulling and managing equipment, supplies, and objects. Other functions may include long periods of standing, shoveling, or performing other strenuous activities which may result in muscle or back strain.
- The Civic Center Maintenance/Custodial Laborer must be able to work in all weather conditions hot, cold, and wet conditions.

Hours of Work

- The hours of work are flexed to meet operational needs.
- Day, evening, and weekend work is required.