



## Facility Operator/Grounds Maintenance

### Permanent/Full Time

Reporting to the Superintendent of Public Works, the Facility Operator/Ground Maintenance will ensure/perform; in conjunction with public works staff, the overall duties required in the operations of Municipal facilities. Municipal facilities include but are not limited to; Municipal Transfer Station, Sewer Treatment Plant, Water Treatment Plant and the St. Mary's Recplex. Other general maintenance throughout Municipal properties will be a part of daily routine.

Duties by facility may include but are not limited to the following:

#### Utilities (Water/Sewer)

- Train under the current water/sewer employees to perform the following duties:
- all necessary chemical, physical and biological lab analysis as required
- removal, installation, and repair of plant/mechanical equipment/lines, including preventative maintenance
- heavy physical effort is required which includes pipefitting jobs, blower maintenance and chemical stock changes
- flushing of water system
- assist with reading water meters at customers' homes

#### Grounds/General Maintenance

- Detect/identify potential problem/hazards on Municipal properties
- Perform general maintenance such as; mowing, lawn care, snow removal, painting, etc. on Municipal properties
- Perform janitorial duties as required at public restroom, 16 main street

#### St. Mary's Recplex

- Monitor activities and enforce facility rules and regulations that ensure public safety
- Perform safety inspections, building cleanness (main area, hospitality room, dressing rooms and bathrooms)
- Removal of garbage, recycling from dressing rooms and main floor bins, other janitorial duties as required
- Ensure parking lot and entrances are safe and free from snow etc.
- Maintain and operate Zamboni and other equipment
- Conduct ice depth tests
- Prepare ice surfacing and facility for rentals
- Update maintenance log book
- Manage overall daily duties/activities/general operations of the facility
- Oversee maintenance and repairs of all machinery, equipment, electrical and mechanical systems

### Transfer Station Duties

- Responsible for the overall operation and flow of waste material at the Transfer Station
- Designate appropriate locations and prepare site for specific storage of C&D, tires, scrap metals, etc.
- Inspect and monitor incoming waste and direct it to the appropriate locations for off-loading and storage
- Prohibit dumping of banned and unsorted waste, including periodic audits of incoming waste
- Maintain logs of incoming and outgoing waste
- Must ensure security of the site and protection of the environment
- Handle cash and issue receipts to customers
- Strong customer service skills; friendly and respectable manner
- Operation of the backhoe to move and compact waste materials.
- Maintenance of backhoe including a updating a maintenance for the backhoe.
- Other duties as required for the efficient and safe operation of the Transfer Station

### Qualifications

- Must be dependable and able to work independently with minimal direct supervision and oversight
- Must have a clean criminal record
- Must be able to read, write and possess basic math skills
- Customer service skills
- Valid First Aid Certificate or be willing to obtain
- Experienced in the operation and care/maintenance of backhoe and equipment
- Must hold a valid driver's license for operation of the backhoe and have a vehicle for transportation to/from work

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Superintendent of Public Works

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CAO