

## Job Description

# **SOURIS GLENWOOD MEMORIAL COMPLEX FACILITY OPERATOR**

**POSITION DESCRIPTION**  
**FACILITY OPERATOR**  
**SOURIS GLENWOOD MEMORIAL COMPLEX**

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**PURPOSE OF POSITION**

To ensure the safe and efficient operations and maintenance of the Souris Glenwood Memorial Performs a variety of skilled and semi-skilled manual tasks in the custodial, repair, operation and maintenance of the SGMC facility and equipment, including the refrigeration plant, heating and ventilation systems and all related equipment.

**TYPICAL DUTIES AND RESPONSIBILITIES**

**Plant maintenance & Operations**

- Operates and maintains the facility refrigeration plant and boiler systems in compliance with the provisions of *The Power Engineers Act* and regulations;
- Operates and maintains various building systems such as heating and ventilation systems, and all related mechanical equipment;
- Operates and Maintains all ice maintenance equipment to clean artificial ice surfaces;
- Performs grounds and building maintenance tasks as required, including snow removal, painting, minor plumbing, minor electrical, carpentry and mechanical;
- Determines the need for skilled trades people to attend facility to manage equipment malfunctions and servicing;
- Tests and treats condenser water to meets proper specifications and adds chemical required.
- Identify maintenance problems
- Perform emergency repairs
- Follow established preventative maintenance repairs
- Follow up on work requests
- Supervise casual and student staff

**General Cleaning Operations**

- Ensures the facility is maintained in a clean and safe manner; duties include cleaning, waxing and polishing of floors, cleaning windows and arena glass, walls, furniture in and around facility, and ensures side walks, entrances, stairs and emergency exits are cleared of snow and other debris and grounds are free of litter;
- Develops and inputs general operating guidelines for new cleaning materials and cleaning procedures owner's manuals and material safety data sheets.

### **Facility Operations**

- Provides professional and courteous service to the public;
- Supervises user groups and enforces facility policies and procedures;
- Completes a variety of maintenance areas including flooding and leveling ice surfaces, changing Zamboni blades, lubricating and servicing heating plants, air conditioning units, refrigeration machinery and other equipment;
- Assist the facility Manager on project planning and implementation of capitol and operating projects;
- Ensures the safe retrieval of skate sharpening monies;
- Operates computerized building management systems and troubleshoots in the event of a problem;
- Performs security duties by escorting patrons from the facility as necessary;
- Completes set ups and take downs for various events within and around the facility;
- Takes part in emergency plan for the facility;
- Purchases daily supplies needed;
- Maintains log books on a daily basis and communicates status with other employees;
- Acts in the capacity of the Manager.

**NOTE: This description is not intended to limit the assignment of work or to be construed as a complete list of the many duties to be preformed by the incumbent.**

## **POSITION QUALIFICATIONS**

### **SKILLS**

- Demonstrated ability in working with management, other employees, and the public in a courteous and efficient manner;
- Demonstrated team building skills including interpersonal, communication and problem solving;
- Demonstrates skill in the use of ice making machinery, hand and power tools, motorized vehicles, and small machinery;
- Demonstrated communication skills with people of all levels of comprehension and experience successfully handling the public with courtesy and authority.

### **KNOWLEDGE**

- Knowledge of occupational hazards and appropriate safety precautions;
- Knowledge of Workplace Safety and Health, WHMIS and MSDS standards;
- Knowledge of materials, practices, general operating guidelines, tools and equipment used in the care and maintenance of buildings and grounds.
- Basic knowledge of preventative maintenance and operation of recreation facilities;
- Basic knowledge of maintenance of plumbing and heating systems including boiler inspection and repair;
- Knowledge of ice making and maintenance procedures.

### **ABILITIES**

- Ability to understand and effectively apply the principles and procedures of ice making, building maintenance tasks, water treatment, caretaking and the safe and efficient operation and maintenance of a refrigeration plant, ventilation, and heating systems and all related equipment;
- Ability to maintain records and assist with ordering supplies;
- Ability to perform minor plumbing, electrical, painting, building control systems, carpentry and mechanical tasks;
- Ability to read and understand WHMIS labels and material safety data sheets;
- Ability to operate equipment such as battery operated floor scrubber, electric pallet jack;
- Ability to work independently and as part of a team;
- Ability to document work activities and prepare required reports;
- Willingness to adapt to new technological changes and improvements;
- Willingness to participate in training and self development programs.

### **EDUCATION**

- Grade 12, G.E.D., or Mature High School Diploma;
- Refrigeration Class Power Engineer Certificate or higher;
- Hold and maintain Class 5 Province of Manitoba driver's licence;
- Hold and maintain CPR and First Aid certification.

## **EXPERIENCE**

- Six (6) month experience operating a physical plant is preferred.
- Experience operating cleaning equipment and carrying out minor maintenance of buildings and grounds preferred.

**NOTE: The qualifications are not intended to limit the opportunities for interested candidates but provide the candidates with the understanding of the level expertise required in this position.**

## **WORK CONDITIONS**

### **PHYSICAL CONDITIONS**

The duties for the Facility Operator are carried out primarily in the Facility. There is work to be completed around the grounds of the facility also.

- Uses hands, arms, shoulders to lift, carry and operate and move light and heavy equipment (daily);
- Sits, stands and walks (daily);
- Duties include heavy manual work as well as tasks requiring fine motor skills (daily);
- Handle Hazardous materials (daily);
- Participate in tasks involving equipment operation, coordination, and precise motor skills (daily);
- Work is performed throughout the facility including arena, community hall, Kirkup Lounge, Board Room and outdoors in all weather conditions.

### **PSYCHOLOGICAL / STRESS CONDITIONS**

The Facility Operator's work load and environment does not generally increase the employee's emotional or stress levels.

- Deadlines or adjustments in duties as a result of changing priorities or operational difficulties (frequently);
- Responsible for projects including budget implications (occasionally);
- Upset customers on the phone or in person (occasionally);
- Interruptions and requests in multiple areas (daily).

### **WORK CONDITIONS**

The facility Operator works individually and in a team environment.

- Works in a shared and consultative manner with other employee's (daily)
- Self motivated and quality driven to perform independent projects and facilitate team goals (daily);
- Works in areas of confined space, heights, adverse noise, adverse temperatures, and odors (frequently);
- Responsible to the facility Manager.

**NOTE: The conditions described are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**