



**District of Taylor
Employment Opportunity**

**Facility Maintenance Technician III
(Full-Time Position)**

Reporting to the Parks and Facilities Manager, the Facility Maintenance Technician III position works at the District Ice Centre performing ice plant supervision, as well as facility maintenance, and seasonal grounds keeping services across various locations within the District of Taylor. The position is responsible for the execution and supervision of ice and ice plant maintenance and monitoring, janitorial tasks, lawn and grounds care and other related miscellaneous duties.

The ideal candidate will have the ability to perform all require physical tasks, be capable of performing minor maintenance and repairs on heavy and light equipment, have excellent knowledge of Technical Safety BC, BCRPA, WorkSafeBC requirements and other safety standards related to Parks and Facilities activities, and exercise sound judgement in the interpretation and application of regulations, policies, and procedures. The successful applicant will have good communication skills, the ability to establish and maintain effective working relationships, be self-motivated with the ability to work with limited supervision and direction, have well developed interpersonal and conflict resolution skills, present and maintain a professional, positive and tactful attitude when dealing with internal and external stakeholders, have excellent problem solving, organizational, prioritizing skills, have proficient computer skills with MS Office software experience, have previous janitorial experience and an understanding of WHMIS principles, working knowledge of the safe use of mixing and application of chemicals and other commercial cleaning products/supplies, and pay strong attention to detail.

The successful applicant will also be required to have a grade 12 diploma (or equivalent), Refrigeration Operator Certificate, Level 1 First Aid Certificate, Pool Operator Level 1 Certificate, Playspace Safety Certificate, and 3 years' experience in Facility Maintenance, particularly ice plants. Other combinations of education and experience may be considered.

The hours of work for the position are 40 hours per week. The position will also be required to work evenings, weekends, and some statutory holidays. This position also acts in an "on-call" capacity on a rotational basis with other maintenance workers to address emergencies during off hours. The District of Taylor offers a competitive wage which is dependent on a combination of experience and training.

For the complete job description and additional information on available career opportunities with the District of Taylor, please visit <https://districtoftaylor.com/careers/>

With your resume, please provide a cover letter that articulates how you meet the qualifications provided in the job description. Submissions will be received until **Wednesday, July 6, 2022 at 4:30 p.m. local time.**

Applications will be reviewed commencing the closing application date and may continue until the position is filled.

Please address your application to:

Lisa Ford
Deputy Corporate Officer
Box 300
Taylor, BC V0C 2K0

Email: lford@districtoftaylor.com

Fax: (250) 789-3543

While the District appreciates all applicants, only those short-listed will be contacted.



DISTRICT OF TAYLOR

Facility Maintenance Technician III

Job Description

Title: Facility Maintenance Technician III

Date: March 18, 2022

Department: Parks and Facilities

Job Category:

Reports To: Parks and Facilities Manager

Job Number:

Interacts With: Parks and Facilities staff,
Community Services staff Public Works Staff,
and public

Wage Scale:

General Summary:

This position performs District Ice Centre ice plant supervision as well as facility maintenance, and seasonal grounds keeping services across various locations within the District of Taylor. The position is responsible for the execution and supervision of ice and ice plant maintenance and monitoring, janitorial tasks, lawn and grounds care and other related miscellaneous duties.

Primary Duties and Responsibilities:

General

- Presents and maintain a professional, positive and tactful attitude when dealing with internal and external stakeholders. Supports and champions the activities of a respectful workplace
- Understands, complies and reinforces the District of Taylor policies, programs and guidelines applicable to the department
- Provides excellent services to the community, ensuring professional, friendly, and efficient interactions with community members
- Actively engaged in appropriate, accurate, timely, and transparent communication flow with stakeholders (both internally and externally) to ensure accurate information is shared on an ongoing basis
- Provides absence relief coverage for Facility Maintenance Lead Hand role as required

Health and Safety

- Awareness of and dedication to working safely according to applicable standards, policies and procedures
- Responsible for the proper maintenance and safety of tools and equipment by cleaning and checking tools and equipment after use and reporting major defects

Facility Maintenance

- Maintains the cleanliness of the recreational facilities assigned (including, but not limited to, janitorial duties, garbage collection, and other non-routine activities)

- Performs minor repairs to the buildings and equipment (including but limited to, plumbing, carpentry, electrical and painting)
- Assists with the installation of the ice and ongoing maintenance of the ice surface
- Assists with the maintenance of the pool filtration and chemistry systems
- Maintains the logbooks as required
- Ensures emergency procedures and protocols are known, understood, and properly activated when required
- Complies with the recreational departments safety programs to ensure that WCB and other legislative requirements are met
- Operates and maintains summer grass cutting equipment
- Performs lawn care, community beautification and snow removal activities as necessary and required
- Monitors Refrigeration Plant and performs regular maintenance as scheduled and required
- Ensures regular maintenance, inspection and general safety of all playground equipment and associated facilities
- Acts as back-up Shift Engineer

Requirements and Qualifications:

Education and Experience:

- Grade 12 diploma or equivalent
- Refrigeration Operator Certificate
- Occupational First Aid Level 1 Certificate
- Pool Operator Level 1 Certificate
- Playspace Safety Certificate
- 3 years experience in Facility Maintenance, particularly in ice plants
- Other combinations of educations and experience may be considered

Knowledge, Skills, and Abilities:

- Ability to perform all required physical tasks
- Capable of performing minor maintenance and repairs on heavy and light equipment used as part of daily operations
- Excellent knowledge of Technical Safety BC, BCRPA, WorkSafeBC requirements and other safety standards related to Parks and Facilities activities
- Ability to exercise sound judgement in the interpretation and applications of all related regulations, policies, and procedures
- Well developed verbal and written communication skills
- Ability to establish and maintain effective working relationships with employees, contractors, community groups, the general public and various other external contacts as required
- Excellent knowledge of the programs offered by the Community Services Department programs and can answer general inquiries as needed
- Self-motivated, ability to work with limited supervision and direction
- Well developed interpersonal and conflict resolution skills with the ability to de-escalate conflict situations as they arise
- Present and maintain a professional, positive and tactful attitude when dealing with internal and external stakeholders

- Excellent mediation skills with the ability to resolve disputes between individuals in a positive, problem solving manner
- Good organizational and prioritizing skills
- Proficient computer skills with experience in MS Office products (Word, Excel)
- Previous janitorial experience
- Understanding of WHMIS principles
- Working knowledge of safe use in mixing and application of chemicals and other commercial cleaning products and supplies
- Strong attention to detail

Other Requirements:

- Completion of a Criminal Record Check
- Valid BC Driver's License
- Legally entitled to work in Canada


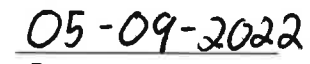
Working Conditions (environmental conditions, physical demands, travel, etc.):

- Due to the nature of the service offerings (ice rink, pool maintenance, etc) and reflective of recreation programs and/or services, the schedule requires working various shifts including evening, weekends, and some Statutory Holidays.
- Acts in an "on-call" capacity on a rotational basis with other maintenance workers to deal with emergencies during off hours
- Performs physical labour and must have sufficient physical strength, stamina and coordination to permit the performance of medium to heavy manual indoor and outdoor work in all weather conditions

Disclaimer:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Related duties, responsibilities and activities may be assigned at any time with or without notice.

Approval:

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|---------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|
|  Name/Title |  Signature <i>CAO</i> |  Date |
| Ryan Galay, Director, Community Services Name/Title |  Signature |  Date |