



POSITION DESCRIPTION

POSITION:	Maintenance and Facilities Operator
REPORTS TO:	Director of Parks and Recreation
DATE:	March 2026

PART I - DESCRIPTION OF JOB REQUIREMENTS

Responsibilities

- Receive and respond to inquiries from users of facilities and assist with resolution of the query or direct them accordingly.
- Provide services to maintain buildings and grounds such as cleaning, painting, repair including minor repairs to heating, electrical, plumbing, air circulation system and other maintenance activities as required.
- Coordinate routine maintenance activities at municipal facilities and liaises with contractors on site.
- Complete the water testing as per HKPR requirements and obtain and maintain water testing certification through the Municipality.
- Assist with recreational capital and maintenance projects and able to obtain detail's estimates or quotes to assist with capital projects and grant applications
- Maintain Health and Safety Boards for Arena and Welcome and Museum
- Willingness and ability to undertake health and safety certification
- Maintains records and recommends equipment purchases and /or upgrades to maximize energy resources in accordance with energy conservation and climate change efforts
- Inventory and summarize required supplies for purchase to maintain facility operations.
- Annual asbestos facility reporting
- Adhere to high standards of ethical behavior and demonstrate his/her understanding that his/her personal actions impact the public's perception of the Municipality.

- Comply with all municipal and provincial occupational health and safety legislation, regulations, policies and procedures. Wears all safety apparel when required.
- Perform other duties as assigned by the Director Parks and Recreation

PART II - The following section headings will help describe the technical skills, education, experience and working conditions under which the incumbent is required to perform the job:

Technical Skills and Education

- High school Diploma or equivalent plus specialized courses.
- Health and Safety training including WHMIS and First Aid/CPR required.
- Mechanical aptitude and demonstrated ability for minor repairs of equipment and/or facilities.
- Verbal communication skills including courtesy, tact, discretion, explanation and judgement.
- Proficiency with Microsoft, Excel and Outlook
- Written communication skills including grammar/spelling skills.
- Customer services skills including interpersonal skills related to working with others.
- Detail orientated and must be flexible, adaptable and responsive to change.
- Excellent planning/time management and organizational skills and be able to maintain focus within a fast paced and sometimes disruptive work environment.
- Ability to learn Citywide software for inspections and documentation

Experience and Training

- Preferred candidate will have a minimum of two years experience in facility maintenance operations.
- Valid and satisfactory Vulnerable Sector Check.
- Valid and satisfactory “G” drivers license is required.
- Valid certificate of achievement for operation of small drinking water systems

Working Conditions:

- Regular hours of work are 8:00 a.m. to 4:30 p.m. with a ½ hour unpaid lunch period plus availability and flexibility to work evenings, weekends and on-call.
- Must operate equipment and undertake maintenance projects in extreme weather conditions.
- Heavy physical demands related to manual labour in maintenance projects.
- Regular exposure to dirt, dust, oil, grease, weather conditions and hazards.
- Required to push, pull and lift heavy objects on a regular basis.
- Variety of walking, sitting and standing required.