



VACANCY POSTING

<p>POSTING #: CUPE-2020-46</p> <p>Posting Period: October 29 – November 9, 2020</p>	<p>EMPLOYEE GROUP: CUPE Local 4700 (Haldimand)</p> <p>POSITION STATUS: Permanent Full-Time</p> <p>Hours worked per week: 40</p> <p>NOTE: Incumbent(s) to this position may be required to work shifts and weekends as parks and facilities operate seven days / week depending on program requirements.</p>
<p>Position: Parks & Recreation Maintenance</p> <p>Grade: 5</p> <p>Current Wage Range: \$22.133 – \$25.622 / hour (January 2020 rates)</p>	<p>Department / Division: Public Works Operations / Facilities, Parks, Cemeteries & Forestry Operations</p> <p>Location: Dunnville, Ontario</p> <p>Potential Subsequent Locations: Caledonia, Cayuga and Hagersville Ontario</p>

PURPOSE OF POSITION:

Reporting to the Supervisor, Facilities, Parks, Cemeteries & Forestry Operations and with work guidance from the Lead Hand, the incumbent will:

- undertake various tasks and activities related to the operation & maintenance of buildings, arenas, parks, pools, cemeteries and equipment.

EDUCATION & EXPERIENCE

- Grade 11 plus an additional vocational programme of up to one year or Grade 12 graduation or equivalent PLUS
- Certified Ice Technician (CIT) designation (must be current) or approved equivalent
- Pool Operator Level 1 (minimum) or approved equivalent
- Playground Equipment Inspection course from approved accredited organization (ex: Canadian Playground Safety Institute)
- over one year, up to and including two years current related experience (for example, experience with refrigerated systems, plumbing, facility maintenance) and orientation, training and adjustment on the job itself

OR equivalent to that combination.

KNOWLEDGE & SKILLS REQUIRED:

- current valid Ontario Driver's License (Class "G")
- solid reading, mathematical and technical skills
- proven technical ability to operate and maintain building environmental systems as well as ice-making and pool systems
- proven ability to communicate effectively, both in writing and verbally
- proven ability to read technical drawings and specifications

- good interpersonal skills required to deal effectively with peers, contractors and facility users
- solid customer service/public relations skills required along with proven ability to deal effectively with ratepayers, user groups and peers
- proven problem-solving skills
- proven ability to work constructively in a team environment or independently as required
- proven ability to follow directions
- must be physically able to do the work.

COMPUTER EXPERTISE:

The incumbent must possess basic computer skills scored at 70% or higher to ensure their:

- proven ability to follow steps that are well defined to obtain / input information use software on a regular and recurring basis to key in basic data (for example, time input into e-Timesheets, etc.) and send e-mails

TOOLS & EQUIPMENT (used on a regular basis include, but are not limited to):

- Refrigeration equipment (drain chiller, compressors, condensers)
- Ice resurfacers
- Gas powered chain saws, weed eaters, vehicles, lawn mowers, tractors, ice edger, hand tools
- Pool equipment
- Building HVAC equipment
- Lift
- Garbage truck
- County vehicle(s) including pickup truck with trailer and snow equipment attachments
- Curling maintenance equipment

Accountabilities / Tasks

Include, but are not limited to the following:

- Incumbent(s) will work both indoors and outdoors, providing quality customer service to County staff, members of the public and external agencies
- when they are assigned to assist with projects / tasks and ensure work is completed correctly and in a time efficient manner
- report any defects / problems / actions that may decrease / increase the level of service to the Corporation or its employees or increase / minimize operational costs or concerns of a health and safety nature, to the Supervisor
- make and maintain arena ice
- perform landscaping and grounds maintenance for assigned municipal grounds (i.e. parks, trails, cemeteries)
- monitor and maintain pool facilities including pump rooms and filtration systems
- complete minor electrical / plumbing / carpentry / mechanical maintenance and repair activities as required
- perform routine maintenance on electrical, plumbing and HVAC systems, arena and pool building equipment and check for proper operation as required
- complete required building, park, pool and cemetery health and safety inspections
- ensure assigned facilities and grounds are maintained in a clean and safe condition
- oversee and / or perform minor and major janitorial duties including day-to-day clean up, painting / refurbishing projects – internal and external, window cleaning, stripping and waxing floors, cleaning storage areas, vaults, electrical and mechanical rooms, empty garbage and recycling containers and set out for collection and maintain lighting (inside and outside)
- clean / maintain building exterior; for example, maintain, repair and clean outside walkways, driveways and parking areas
- undertake approved winter control measures when required
- recharge and / or replace required chemicals
- monitor pressures and temperatures, conducting chemical analysis of various liquids, adjust as required and maintain accurate records of this information
- test and record carbon dioxide and monoxide (CO₂ / CO levels); temperature and humidity checks
- respond to emergency and / or crisis situations (i.e. broken water taps, furnace problems, broken windows, etc.)
- ensure awareness of all health and safety issues

- operate and maintain inventory of supplies and / or act as shipper / receiver, helping to unload trucks / supplies
- ensure proper use of equipment / protective clothing
- maintain (including servicing, repairing and cleaning) tools and equipment used for building and / or grounds maintenance (i.e. janitorial equipment, grounds equipment, appliances)
- maintain accurate notes relative to work done and materials / equipment used
- maintain good working relationships with Corporate staff
- Incumbents to this position are expected to contact his / her Lead Hand or Supervisor if and when a situation arises which is beyond their scope of responsibility
- provide functional guidance to part-time and temporary staff, students and/or contractors and suppliers/salespersons (when Supervisor or Lead Hand is not available) undertake / oversee various “special” tasks / projects, when and as required.
- actual tasks assigned may change seasonally

All Haldimand County employees are expected to:

- work safely and respect others in the work place
- maintain confidentiality
- work within policies and procedures determined by Haldimand County and / or legislation relative to the function

This position requires:	
- a current (within the past 6 months) Police Check	YES – LE219 and LE220
- a pre-hire physical	NO

This vacancy is being posted in accordance with Article 15.3 of the collective agreement,

Internal applicants must indicate on a Location Preference form those reporting locations in which they are interested in order to be considered for the initial vacancy and / or for any subsequent vacancy within the classification identified below that may arise directly or indirectly from the process of filling the initial vacancy. The Location Preference Form may be obtained through your immediate supervisor or Human Resources.

County employees who are interested in applying for this position must complete the EMPLOYEE APPLICATION FORM and submit the completed form together with a resume and covering letter as appropriate in confidence to Human Resources by 4:30 p.m. on the last day of this posting.

AN EQUAL OPPORTUNITY EMPLOYER

Accommodation is available for any applicant with a disability, as it relates to the recruitment process of this position. Upon request, Haldimand County will consult with the applicant and provide, or arrange for the provision of a suitable accommodation in a manner that takes into account the applicant's accessibility needs due to disability.

As per current Legislation, if it is determined that those employees with priority placement status are suitable for this job, before a selection decision has been made, this competition may be cancelled.