



CITY OF  
PRINCE GEORGE

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# JOB DESCRIPTION

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**JOB TITLE:** ARENA MAINTENANCE WORKER      **SCHEDULE:** C  
**DIVISION:** PRINCE GEORGE EVENTS GROUP      **PAYGRADE:** 4  
**DEPARTMENT:** RECREATION & EVENTS

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## **JOB SUMMARY:**

The incumbent is responsible for the day-to-day custodial work under supervision, which involves cleaning and maintenance work in a variety buildings and offices, doing repairs to interior and exterior of the buildings, maintaining and repairing machines, making and maintaining ice as well as maintaining building security. Assigned duties vary according to the type and function of the facility assigned to. The work is routine and repetitive and subject to checks for quality and quantity. Work problems are referred to the immediate supervisor. This is a physically demanding position and requires the incumbent to work a varied schedule, including evenings and weekends. Performs related duties.

## **MAJOR RESPONSIBILITIES:**

**Under general supervision of the Facility Foreman or Assistant Foreman:**

### **Cleans the facility by:**

- sweeping, dust mopping, washing, stripping and waxing floors;
- operating vacuum and polishing machines;
- cleaning walls, fixtures, appliances and windows;
- cleaning washrooms, changing rooms and dressing rooms, including sinks, showers, toilets and urinals;
- replenishing soap and paper in washrooms;
- sweeping and wet mopping bleachers;
- picking up litter and garbage on the grounds adjacent to facility, as directed by supervisor;
- cleaning snow from outside entrances of buildings.

### **Maintains the facility by:**

- carrying out minor carpentry and plumbing repairs, as well as changing light bulbs;
- assisting in the making, maintaining, flooding and cleaning of ice surfaces including driving ice resurfacing equipment;
- operating a forklift;
- handling chemicals and corrosive materials and substances used in cleaning, in a safe and efficient manner;
- monitoring the operation of heating and hot water systems and making adjustments or minor repairs as required;
- servicing and carrying out minor repair to equipment, and reporting major jobs to supervisor.

**Works as part of the facility team by:**

- participating in the set-up and tear-down of chairs, staging, tables and other equipment and supplies, in accordance with event specifications;
- dropping off and picking up items from other facilities as required.
- maintaining security of building by ensuring that doors and windows are securely locked at the end of each shift or when areas of the building are not in use, by maintaining order in behaviour of users and by patrolling the facility to prevent theft and vandalism;
- understanding job-related material regarding customer service standards and team expectations;
- identifying and rectifying unsafe, or potentially unsafe, conditions;
- following emergency procedures and required operational checklists to ensure facility and system security;
- determining compliance with prescribed operating and safety standards.

**Performs physical activities such as:**

- lifting and carrying objects weighing up to 50 lbs (23 kgs);
- walking, standing, lifting, carrying, and climbing for long periods of time;
- operating machinery needed to perform custodial and maintenance tasks;
- using common hand-tools needed for routine maintenance and minor repairs to facilities;
- climbing ladders and working at heights.

**QUALIFICATIONS:**

**Education:** Completion of Grade 12.

**Experience:** At least one year of relevant experience. Preference will be given to candidates that have completed Zamboni Training, Forklift Training, Building Service Worker Training, and Basic Safety Awareness.

**Knowledge and Skills:** Considerable knowledge of custodial and routine building maintenance tasks. Considerable knowledge of the tools and equipment used in the Custodial and Building Maintenance fields. Ability to perform semi-skilled minor mechanical and building repairs. Demonstrated ability to use materials, and operate equipment, in a safe and efficient manner. Ability to handle chemicals and corrosive materials in a safe, efficient and effective manner. Ability to recognize report and/or rectify actual and potential safety hazards. Sufficient physical strength and stamina to perform the required duties. Ability to climb ladders and be comfortable working with heights or in confined spaces. Exceptional ability to self motivate and to function with minimum direction and supervision. Ability to work within, and contribute to, a proactive team environment. Demonstrated judgment and sound problem solving abilities. Excellent interpersonal skills to build and maintain cooperative working relationships with other City employees. Ability to deal courteously, tactfully and diplomatically with members of the general public as well as internal and external customers. Ability to read and follow detailed oral and written instructions. Ability to use a computer in a Windows-based environment. Knowledge of WorkSafe BC regulations, occupational hazards and safe work procedures as it relates to the position, including but not limited to: bullying & harassment, working alone and other significant hazards.

Valid BC Drivers license: Yes. Valid BC driver's license, Class 5, full privilege.  
Vehicle Usage: Yes. City owned vehicle. Clean Driver's Abstract.  
Police Information Check: Yes. As a condition of employment, the incumbent must have a clear Police Information Check for offences related to the position.

**Prepared by:** Colleen Van Mook, Rae-Ann Emery  
**Date prepared:** December 2003  
**Date revised:** July 2010  
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