



VILLAGE OF GOLD RIVER

Job Description

POSITION: Maintenance I	DEPARTMENT: Operations, Parks, and Maintenance
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Nature & Scope of Work

Under the direction of the Operations Director or designate, this junior-level position is responsible for performing routine labour, custodial and basic facility and park maintenance tasks. The role focuses on learning the operations of the Aquatic Centre, Arena and other municipal facilities while providing support to intermediate-level staff.

Illustrative Examples of Work

- Performs regular custodian / Janitorial functions, including cleaning washrooms, dressing rooms, lobbies, public areas, and facilities as required.
- Assists senior staff with the installation and maintenance of arena and curling rink ice.
- Assists senior staff and or refrigeration personnel in the operating, monitoring and maintenance of mechanical systems such as:
 - Arena and curling rink refrigeration systems
 - Community Hall, dressing room, aquatic centre, and other facility air handling systems
 - Dehumidification, heating, cooling, chlorination, and filtration systems
 - Detailed logs and records for provincial regulatory compliance.
- Assists senior staff with the start up, shut down, and regular maintenance of the pool, including doing pool checks and balancing.
- Assists senior staff with the inspection, operations, and maintenance of park and boulevard irrigation systems and other ground maintenance related tasks.
- Performs outdoor maintenance including mowing, park upkeep, and campground maintenance, garden weeding, and garbage pick-up.
- Operates basic power tools and equipment for building repairs, such as replacing light bulbs, clearing drains, painting, and minor building maintenance related repairs.
- Follows all municipal policies, safe work procedures, and WorkSafeBC regulations.
- Performs other related duties as assigned.

Required Skill, Abilities, and Knowledge

Formal or workplace training and experience demonstrating an ability to efficiently and safely assist in facility



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building repairs including: minor plumbing repairs, carpentry, minor electrical, fuelling and oil and greasing equipment (in accordance with Technical Safety BC Regulations)

This is an entry level position, and successful candidates may not hold specific certifications, but be trainable and must demonstrate:

- *Aptitude*, to operate basic hand and power tools and understand basic building, pool, arena and public facility systems.
- *Physicality*, to be physically capable of performing average to heavy exertion (lifting 50 pounds, walking, digging, etc.)
- *Education*, graduation from a grade 12 high-school, GED, or higher level of education.
 - Building services worker level 1 or be able to complete within 1 year.
- *License*, holding a valid and clean BC Class 5 Driver's License.
- *Certifications*, holding a current WHMIS training certification or able to complete within 30 days.
 - Other trade certifications related to general facility, and parks operations and maintenance would be considered an asset (examples):
 - Landscape horticulturist, parks and sports field operator, playground inspector and pest management.
 - Irrigation technician. Utility arborist, ISA certified arborist (municipal specialist).
 - Journeyperson certifications: electrical, plumbing, carpentry, etc.
 - ASTTBC certification in related disciplines.