

## Recreation Maintenance Person

### Job Function:

To monitor, operate, maintain, repair and clean all Rainy River Recreation Board (RRRB) facilities, grounds and equipment.

### Job specifications:

Grade 12 or equivalency

Class "B" refrigeration ticket or ability to maintain

Valid driver's license

W.H.I.M.I.S.

First Aid, CPR certification

Height's training

Experienced in maintenance work.

### Direction Received:

- Follow policies and procedures of the Town of Rainy River, RRRB, Ministry of Health, and Occupational Health and Safety with respect to the operation and repair of the RRRB facilities.
- From Recreation Director or supervisor a daily work schedule according to programs and events taking place, and receives priority of tasks when required.
- Work independently to carry out scheduled repairs and maintenance, daily assignments, deciding on methods and materials to use for construction and repair.
- Not normally responsible for supervision of others but may on occasion may need to advise and direct volunteer or student assistants.

### Working Relationships:

- Answer questions from the public on RRRB grounds, activities and programs. Provide advice on equipment and may assist in set-up of equipment for special events.
- Advise and assist any Technical Representatives of supply companies on products and services and also assist with problems that may occur with equipment, supplies or service.

### Hours of Work:

Hours are flexible and to be discussed at interview but evening and weekend hours will be required.

**Duties and Responsibilities:**

- Monitor, diagnose, troubleshoot, and respond to malfunctions and breakdowns.
- Repair, adjust, replace, rebuild, install and test components and parts on: chemical, mechanical systems, electrical systems, mobile and stationary equipment, pump compressor, boiler, and air handling system.
- Assist any service person in the above duties when necessary.
- Determine which parts are to be replaced and then either order the part or may purchase part themselves within spending limit of \$500.00.
- Floods and scrapes ice surface as needed to maintain the quality of ice and keep log of ice activities .Ice maintenance such as shaving, spiraling etc.
- Perform regularly scheduled custodial duties within the complex. These include: cleaning and tidying of all public areas including office and kitchen etc. Sweep, mop, strip, and wax floors when necessary. Sanitize washrooms and regularly fill all bathroom dispensers.
- Perform major overhaul and repairs to the facility during shutdown and assist with or perform seasonal start-up and shut-down of facilities.
- Assist with setup of outdoor facilities such as baseball diamonds and tennis courts. Ensure all equipment is maintained and safe.
- Do general repairs, painting, and carpentry, to RRRB facilities.
- Operate small hand and electrical tools to perform the following: painting, plumbing, electrical, repair and unplug drains, replace copper and /or PVC piping, repair or replace valves and door handles and associated hardware.
- Ensure building is empty at the end of a shift and lockup accordingly.
- Promote a positive image for RRRB.
- Other duties as required.

**Physical:**

Daily demands are for physical agility and ability to perform repairs and maintenance. (e.g. twisting, turning, bending, stooping, and climbing) The job also requires moderate dexterity to setup and operate machinery and equipment.

To Apply:

[rainyriverrec@tbaytel.net](mailto:rainyriverrec@tbaytel.net)

Town of Rainy River or Rainy River Rec