



Employment Opportunity - City Of Port Alberni

Maintenance Coordinator (Ice Operations)

The City of Port Alberni is a community of 17,500 people. Located centrally on Vancouver Island, Port Alberni is a well-serviced municipality that offers residents affordable west coast living, as well as proximity to oceanfront, lakes, rivers and mountains.

The City is currently looking for a **Maintenance Coordinator – Ice Operations** to join a progressive and dynamic organization as part of the Parks, Recreation and Heritage team. Reporting to the Facility Operations Supervisor, this position is responsible for overseeing the day-to-day operation and maintenance of the Alberni Valley Multiplex Arena, a facility which includes two NHL-sized surfaces and is home to the Alberni Valley Bulldogs BCHL Junior A Hockey Club. Specific duties include:

- Chief Engineer of the Ice Plant
- Directing and supervising the manufacture and maintenance of the ice surfaces
- Operating the Zamboni as required
- Supervising and planning the annual Ice In / Ice Out maintenance activities
- Performing preventative maintenance and operating repairs for mobile and stationary equipment including HVAC equipment, the Zamboni, edgers, etc.
- Ensuring building and equipment repairs and maintenance duties are completed
- Training and supervising a variety of staff members, including the planning, scheduling and coordination of their work
- Acting as the on-shift first aid attendant for other Multiplex employees
- Ensuring that the require health and safety procedures are adhered to as required

Qualifications & Experience

- Completion of Grade 12, combined with experience in the operation and maintenance of refrigeration and related equipment, and in the making and maintenance of ice surfaces
- Previous experience in janitorial and building maintenance work
- Previous supervisory experience
- Refrigeration Operator Certificate (*previously 5th Class Power Engineering certificate*)
- Current WCB OFA Level 1 first aid certification
- Current CPR C and AED certification
- Valid Class 5 BC driver's license

This position is part of the CUPE Local 118 bargaining unit. The successful candidate will be required to complete a pre-employment fitness test and a police information check. For additional information, including a full job description, please go to <http://www.portalberni.ca/employment-opportunities>.

Qualified individuals may apply by forwarding a resume and cover letter by 4:30pm on November 16, 2018:

Attention: Krista Tremblay, Manager of Human Resources
By mail: City of Port Alberni, 4850 Argyle Street, Port Alberni, BC V9Y 1V8
By email: humanresources_resumes@portalberni.ca

We wish to thank all applicants for their interest and advise that only those selected to be interviewed will be contacted.

Job Description – MAINTENANCE COORDINATOR (ICE OPERATIONS)

1. Nature and Scope of Work

This is technical and supervisory work on an assigned shift at a Multiplex which includes 2 ice surfaces. An employee of this class directs the operation of the refrigeration equipment, the manufacture of ice and maintenance of the ice surfaces, the preventative maintenance and cleaning of the building and equipment, the supervision as required, of a number of casual employees plus minor related tasks at an indoor rink during the ice-skating season. During the non-skating period, the incumbent performs cyclical overhaul of refrigeration equipment and routine maintenance of the rink arising from summer activities. Acts in accordance with WorkSafe BC as the First Aid Attendant for the Multiplex and related staff. Considerable independence of judgement and action is exercised within the framework of established procedures and departmental policy. The incumbent reports directly to the Facility Operations Supervisor. Complex building systems issues/concerns are referred to the Facility Operations Supervisor.

2. Illustrative Examples of Work

- Directs and supervises the operation of refrigeration and ice-making equipment, adjusts and operates equipment to ensure optimum level, thickness and quality of ice surfaces.
- Directs the facility maintenance operations of several smaller recreation facilities including Glenwood Centre and Echo Park Fieldhouse.
- Performs preventative maintenance and minor operating repairs for mobile and stationary equipment, overhauls refrigeration equipment each summer.
- Ensures minor building and equipment repairs and maintenance duties are performed, requisitions parts as needed plus all expendable janitorial and sanitary supplies.
- Works a regular shift and performs maintenance, custodial and building operations duties.
- Enforces rules and regulations governing public skating, hockey spectators and related activities, gives assistance to public, teams and groups using the facilities
- Administers first aid treatment and maintains safety related records and completes required forms.
- Plans, assigns, checks and supervises staff engaged in maintenance, custodial and ice operation duties. Participates in hiring of new staff and trains new employees as required.
- Develops and implements standards of building maintenance for janitorial work and preventative maintenance.
- Plans, schedules, coordinates and directs preventative maintenance, janitorial maintenance, energy management and small renovations.
- Maintains time sheets, makes up shift schedules, equipment logs and other routine records and reports.
- Performs related work as required.

3. Knowledge, Abilities and Skills

- Thorough knowledge of refrigeration, ice-making and ice resurfacing methods and equipment.
- Thorough knowledge of standard methods, materials, tools and equipment used in janitorial care and maintenance of buildings.
- Good mechanical comprehension and understanding of the technical aspects of refrigeration equipment, and the adjustments required to operate the system at maximum efficiency.
- Ability to plan, assign and review the work of subordinate Building Maintenance Workers.
- Ability to maintain a variety of detailed records and reports.
- Ability to operate and/or use tools and equipment related to the work.
- Ability to deal courteously and effectively with the public, enforcing rules and regulations as required.
- Thorough working knowledge of safety requirements and procedures and ability to ensure staff are complying with all safety procedures.
- Computer skills including word processing and spreadsheets
- Physical strength, agility and coordination sufficient to perform the work.

4. Training and Experience

- Completion of Grade 12 or equivalent
- Supplemented by training and several years experience in the operation and minor maintenance of refrigeration and related equipment, and the manufacture and maintenance of skating ice surfaces; OR an equivalent combination of training and experience.
- Successful completion of Supervisory Training – Module 1 (October 2006)

5. Licenses, Certificates and Registrations

- Valid Class 5 B.C. driver's license with air brake endorsement.
- 5th Class Power Engineering Certificate or Refrigeration Operator Certificate
- Transportation of Dangerous Goods and WHMIS 2015
- Occupational First Aid – Level 1 and CPR C
- Police Information Check
- Successful completion of pre-employment fitness test