



HIRING FACILITY FOREMAN

The Facility Foreman is responsible for overseeing the day-to-day operation of recreation facilities and adjacent park properties, including maintenance and custodial services, staff supervision, scheduling, customer service, program support, and facility administration. The Facility Foreman supports the Facility Supervisor with construction projects, ensures facilities meet municipal and regulatory standards, completes repairs to buildings, determines set-up requirements for facility events and maximizes the efficient and effective usage of facilities.

Qualifications: Minimum two years' experience with arena ice operations and staff supervision, strong interpersonal, communication and public relations skills. The successful candidate must possess a Basic Arena Refrigeration Certificate from ORFA and having a CIT designation is considered an asset.

A vulnerable sector background check and proof of vaccination for COVID-19 must be provided by the date of employment.

The wage range for this position is:
\$27.25/hour to \$34.06/hour

Interested persons please submit resumes to:

Municipality of Bluewater
Becky McInnis, Administrative Assistant
P.O. Box 250, 14 Mill Ave.
Zurich ON, N0M 2T0
P: 519-236-4351 • F: 519-236-4329
E: pwfassistant@municipalityofbluewater.ca

Resumes will be accepted until 12:00 noon on Thursday, October 6, 2022.

The Municipality of Bluewater is an equal opportunity employer. Disability related accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. Personal information for this position is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and is used to determine eligibility for potential employment. All applicants are thanked for their interest in this position. Only those selected for an interview will be contacted.

MUNICIPALITY OF BLUEWATER

POSITION DESCRIPTION: Facility Foreman

DEPARTMENT: Facilities Department

REPORTS TO: Facility Supervisor

POSITIONS SUPERVISED: 2-4 full and part time employees

PAY STATUS: Hourly (40 hours per week)

Position Summary

Under the direction of the Facility Supervisor, the Facility Foreman is responsible for overseeing the day-to-day operation of recreation facilities and adjacent park properties, including maintenance and custodial services, staff supervision, scheduling, customer service, program support, and facility administration.

Major Responsibilities:

Maintenance and Custodial

Responsible for recreation facilities operations including arenas, halls, sports fields, parks, cemeteries, and playgrounds.

Supports the Facility Supervisor with construction projects.

Ensures that facilities meet municipal and regulatory standards.

Supervises the operations to reflect safety, customer service, and fiscal responsibility.

Supervises the process of ice installation, removal and daily related duties as required.

Responsible for the maintenance of parks, ball diamonds and cemeteries, including grass cutting, gardening, monitoring and removing garbage and sport field upkeep.

Ensures a level of comfort is maintained in facilities through, H.V.A.C. equipment, adjusting controls as necessary.

Performs routine maintenance and contacts appropriate personal for emergency maintenance, e.g., plumbing, electrical, H.V.A.C.

Maintains log books for duties requiring documentation i.e., life safety devices, maintenance, incident, elevating devices, compressor logs etc.

Completes repairs or minor alterations to building (i.e., carpentry, plumbing, painting, etc.).

Provides maintenance and janitorial services for other municipal buildings as specified by the Facility Supervisor.

Manages and performs cleaning as required (i.e., change rooms, bathrooms, sidewalks and other areas).

Schedules, and works with security, for effective control of events.

Determines set-up requirements for facility events, directs and/or assists with set-ups of recreation facilities, programs and special events.

Maximizes the efficient and effective usage of facilities.

Supervises and ensures proper ice related duties including resurfacing ice, changing nets, etc.

Maintains ice resurfacers (i.e., changing blades, tires, oil etc.).

Supervision

Schedules work of personnel ensuring that shifts are properly staffed.

Assists in training of staff in the proper execution of their roles.

Ensures municipal policies and procedures are adhered to.

Participates in annual evaluations of staff members.

Participates and contributes positively in staff meetings.

Works with a teamwork approach to solving issues.

Administration

Receives and verifies payments, accounts, invoices, and records daily receipts.

Codes and submits invoices.

Collects and approves timesheets.

Works within the confines of the operating budget.

Public Interaction

Liaises with user groups regarding facility rentals, prepares contracts, and makes necessary arrangements for events.

Addresses and documents concerns and or complaints regarding facilities from patrons in a timely fashion.

Reporting

Informs the Facility Supervisor of any staff concerns or public complaints.

Reports unsafe conditions or practices to the Manager of Facilities and the Health and Safety Committee.

Assumes responsibility for other facilities in the absence of the Facility Supervisor.

Performs other duties as assigned by the Manager of Facilities and or Facility Supervisor.

More Details:

High degree of complexity involved in decision making and, in some cases, needs to consult with other Foreman and/or the Facility Supervisor.

Some creativity involved in decision making and problem solving.

Participates and recommends changes to policies and procedures.

Makes suggestions for budget development to the Facility Supervisor.

Safeguards confidential information e.g., Staff issues.

Qualifications:

Secondary school diploma.

A minimum of two years' experience with arena ice operations and staff supervision.

Strong interpersonal, communication and public relations skills and the ability to positively deal with customers and children.

Ability to work with Microsoft Office suite and specialized software.

ORFA Basic Arena Refrigeration Certificate.

ORFA Certified Ice Technician designation an asset.

First Aid and CPR.

Vulnerable Sector Records Check.

Minimum valid Class "G" driver licence.

Working Conditions:

Work is performed in a recreation facility with some risk of exposure to chemicals, oily, hot machinery, and unruly patrons.

May be called upon to administer first aid.

Required to work in all weather conditions which may be extreme at times (precipitation, cold, heat).

Work involves frequent bending, lifting, climbing and carrying.

Incumbent is required to work some shiftwork and weekends and is expected to report to work in emergency situations.

Approvals:

Incumbent

Date

Manager

Date