



JOB DESCRIPTION

Job Title: Maintenance Worker

Primary Focus:

The Maintenance person is required to assist with the efficient and safe operation of the facility, equipment and grounds/parking lot at the TransAlta Tri Leisure Centre. The Maintenance person shall assist with the development and implementation of preventative maintenance in accordance with the TransAlta Tri Leisure Centre's preventative maintenance program. The Maintenance person will be required to work outside of traditional business hours to ensure the fulfillment of both customer and facility requirements.

Specific Accountabilities:

- Performs maintenance related duties on buildings, grounds and equipment owned and operated by the TransAlta Tri Leisure Centre.
- Assists with ensuring the overall safe and effective operation of the facility by performing routine and preventative maintenance, not limited to recommending improvements and revisions to the Operations and Maintenance Supervisor.
- Reports items damaged or in need of repair to the Maintenance and Arena/Fields Supervisor and/or Operations Director as required.
- Checks, repairs and documents building systems as required.
- Completes other maintenance related duties, such as painting, snow removal, custodial and special events clean up and set up as required.
- Assists in maintaining a high standard of cleanliness and appearance within the TransAlta Tri Leisure Centre.
- Assists with maintenance activities so they meet with and integrate with organizational requirements for the quality management, health and safety, legal stipulations, and general duty of care.
- Performs other related duties and responsibilities as required.

Competencies/Skill-Sets Required:

- Exceptional customer service focus.
- Independent decision-making, problem solving and analytical skills.
- A well developed understanding of equipment operations and maintenance skills.
- Knowledge and understanding of Occupational Health and Safety.
- Teamwork and cooperation.

Designations/Training required/Prerequisites:

- Minimum of two years of maintenance related experience, preferably in either a Community Services or Recreation Facility.
- Standard First Aid/CPR/AED (taken within the last 2 years) is required.
- WHMIS would be an asset.
- Arena Operator Level I, Pool Operator Level I and Building Maintenance Level 1 would be an asset.
- General computer experience is required.
- Experience with operating a skid-steer is an asset
- Cleared criminal record check and child welfare check are required.
- Valid driver's license and wearing steel toe boots is a requirement.

Recruits From:

- External Maintenance and Arena/Soccer Positions
- Custodian

Career Progression:

- Facility Operator

Reports To:

- Maintenance Supervisor

Direct Reports:

- Nil