municipality of cumberland

Job Posting

Community Centre Maintenance Casual

The Municipality is currently accepting resumes for a Community Centre Maintenance Casual position. Casual Community Centre Maintenance personnel are responsible for assisting in the maintenance of the Dr. Carson and Marion Murray Community Centre, adjacent outdoor fields, courts, trails and playgrounds, and other parks and open spaces in the community of Springhill and other areas of the Municipality.

Please visit our website at www.cumberlandcounty.ns.ca for a detailed description and pay scale.

Deadline for resumes is Friday, June 23 at 2:00 pm.

Please forward your resumes to:

Municipality of the County of Cumberland
Kellie Seaman, HR Generalist & Safety Advisor
1395 Blair Lake Rd
Upper Nappan NS B4H 3Y4

kseaman@cumberlandcounty.ns.ca

*Clearly mark your resume "Community Centre Maintenance Casual"

MUNICIPALITY OF THE COUNTY OF CUMBERLAND

Position Description

Community Centre Maintenance Casual

Community Development Department

Overview

Casual Community Centre Maintenance personnel are responsible for assisting in the maintenance of the Dr. Carson and Marion Murray Community Centre, adjacent outdoor fields, courts, trails and playgrounds, and other parks and open spaces in the community of Springhill and other areas of the Municipality.

The Community Centre is the premier venue in the Municipality for staging a wide variety of sporting, recreational, social and community events. The Centre is a fully accessible, modern facility. It includes an arena with fixed seating for 800 spectators and can accommodate up to 2500 people for certain events, 5 dressing rooms with showers and washrooms, a hospitality room, a press box, a canteen with kitchen, and a top-quality walking track. The Centre also includes a multi-purpose Common Room with capacity for 388 people and fully equipped, licensed kitchen and bar. There is also the Ross Anderson PharamaChoice Teen Centre with capacity for 50 people. In addition, the Community Centre has public washrooms, office space, a boardroom, and a large foyer.

Casual Community Centre Maintenance personnel ensure the Municipality's recreation facilities, playing fields, parks and open spaces are maintained to the highest standards, to ensure the safety and enjoyment of all our participants, visitors and customers.

Community Centre Maintenance personnel support and assist municipal staff to ensure all scheduled functions are conducted according to the Municipality's standards and meet or exceed participants' and customers' expectations.

These positions report to the Community Centre Maintenance Lead Hand.

Behavioral Competencies

Behavioral competencies are how we behave, act, and think in the workplace. They are attained through formal and informal education and training, life and work experiences, and in our relationships. The core competencies required by this position include:

Teamwork	Customer Service
Communications	Flexibility

Key Outcomes and Responsibilities

Casual Community Centre Maintenance personnel support three specific maintenance functions: Building, Ice, and Grounds Maintenance.

Building Maintenance consists of custodial duties, preventative maintenance, and event set-up and tear-down at the Community Centre.

Maintenance personnel are responsible for installing, maintaining, and removing the arena ice surface. This involves plant and equipment operation and maintenance, system monitoring, checklist completion, system adjustments, and diagnosing and completing repairs.

Grounds Maintenance involves the repair and maintenance of the Community Centre sports fields, parks and green spaces, and other Municipal facilities and properties under the control of the Community Development Department.

Casual Community Centre Maintenance personnel are expected to consistently demonstrate superior customer service and a robust health and safety culture.

Casual Community Centre Maintenance personnel are expected to ensure that security and safety measures are in place for personal, employee and public safety as well as safe practices in work environments during performance of activities.

Qualifications

Grade 12 or equivalent

Knowledge in safely using and understanding the operation of relevant equipment and tools utilized as part of the daily work; to include tractors, mowers, power tools, and mechanical systems including ice making and maintenance equipment.

A valid driver's license is required.

A criminal record check and a child abuse register search is required.

Excellent skills in communication and relaying instructions and assignments

Occupational Health and Safety training including WHMIS, First Aid and CPR

Terms and Conditions of Employment

The Municipality has an approved salary scale for this position. Placement and incremental increases on this scale are based on qualifications, experience and demonstrated ability to perform the responsibilities of this position.

The Municipality's Personnel Policy should be referred to for additional information regarding conditions of employment.

Hourly Rate: $27.22