

**Town of Nipawin, Semi-Skilled/Skilled Labourer Ice Technician/Building Maintenance –
Permanent Position**



Reporting to the Director of Parks and Recreation under the direct Supervision of Program Coordinator, the Semi-Skilled Labourer will perform duties as required in the following areas:

Duties will be general in nature as required within the Parks and Recreation Department and the Town of Nipawin. Wearing “CSA Approved” footwear is a condition of employment and will be the responsibility of the employee to purchase.

Ice Technician DUTIES:

Under the general direction and supervision of the Director of Parks & Recreation and immediate supervision and direction of the Program Coordinator, personnel, shall perform all such duties for the efficient care, maintenance and operation of the arenas and all equipment, machinery, fixtures and appliances therein or thereon, and as per skilled or non-skilled classifications as outlined in the Town of Nipawin/CUPE Local No. 777-01 Agreement. Work hours includes shift work: days, evenings, and weekends. The employee is responsible to adhere to all policies and best practices including, but not limited to, the Town of Nipawin Health and Safety Management System.

1. ICE MAINTENANCE:

- Prepare the surface for making ice.
- Make ice, install lines, Scrape, flood, & pebble ice daily as required.
- Level, repair, and maintain ice as required.
- Monitoring of the ice making plant.
- Operation and maintenance of the ice maintenance Equipment.
- General maintenance requirements of ice plant.
- Obtain Level 1 and 2 Curling ice technicians.
- Arena Level 2 operators’ course

2. SUPERVISION:

- Be responsible for all areas of the Nipawin Evergreen Centre.
- Be on duty during all hours of operation.
- Enforce all rules and regulations.
- Maintaining good order and discipline in all public access areas, work effectively and co-operatively with the public and user groups, and maintain good public relations.

3. GENERAL MAINTENANCE:

- Maintain supplies tools and equipment.
- Ensure all fixtures, etc. are in working order.
- Be responsible for minor repairs and maintenance of building and equipment as required.
- Operation and maintenance of heating plants, boiler and refrigeration.

4. RECORD KEEPING DUTIES:

- Record all ice usage and collect from renters where applicable.
- Submit requests for janitorial supplies, tools, parts etc. to Manager.
- Refer all scheduling requests to manager who shall be totally responsible for dealing with the same.
- Ice Plant, maintenance, service and, inventory records as required.

Maintenance DUTIES:

Under the general direction of the Director of Parks & Recreation and direct supervision of the Program Coordinator staff shall be responsible for the maintenance and upkeep of The Nipawin Evergreen Centre but not limited to facility semi-skilled classifications outlined in the Town of Nipawin/CUPE Local 777-01 Agreement.

General duties include (but are not limited to):

- Lawn maintenance (cutting, fertilizing, irrigation, weed control);
- Tree maintenance (pruning, spraying, staking, etc.)
- Grounds maintenance (flowers, litter, amenities such as tables, benches, etc.)
- General equipment maintenance.
- Plumbing and Electrical experience
- Building/structures maintenance
- Shift Work required
- Availability to work at any place assigned within Parks and Recreation department
- Restaurant building and equipment maintenance
- Follow maintenance guidelines set forth
- Additional duties as required.

WAGES:

Wage Range: As per union contract

Benefits: In accordance with Town of Nipawin Policy

DRIVER'S LICENCE: Must have current Class 5 Driver's License

POLICE CHECK: The successful candidate will be required to complete a Police Record Check (working with vulnerable persons) prior to commencement of employment.

SUBMISSION OF APPLICATIONS/RESUMES

Applications/Resumes for all of the positions described above will be accepted by the undersigned up to _____.

Chelsea Turcotte, Finance & Human Resource Officer
P.O. Box 2134
Nipawin, SK S0E 1E0
Email: c.turcotte@nipawin.com
PHONE: 862-9866; FAX: 862-3076