

# **TOWN OF SUSSEX, N.B.**

## **Job Description**

### **COMMUNITY SERVICES MAINTENANCE LEVEL I**

#### **Position Summary:**

Under the general direction of the Community Services Director (or designate), this position involves regular inspection, general maintenance, servicing and basic repair for the 8<sup>th</sup> Hussars Sports Centre, specialized equipment (i.e. Olympia Ice Resurfacer), parks and area grounds in the daily operation of the Community Services Department. This is repetitive, heavy, manual work that includes but is not limited to, the use of small hand tools, operating specialized equipment and vehicles used within the Department.

The unionized position offers full time permanent employment with benefits and a salary according to the CUPE Local #2163 collective agreement. Hours of work will vary, with a shift which is longer than 8 hours and will include evening, holiday and weekend work.

The position will expose the incumbent to work in adverse weather conditions.

#### **Training, Education and Experience:**

- Completed Grade 12 education or equivalent.
- A valid Class 5 driver's license or higher and a clean driving record.
- Clear criminal record check.

#### **Certification Requirements:**

- Successful First Aid/CPR and WHIMIS training.
- Maritime Arena Operator's Institute and/or equivalent arena maintenance and operations training.
- CPRA Canadian Certified Playground Inspector Certification.
- Direct experience within an arena preparing and maintaining ice.

#### **Illustrative Examples of Work:**

- Communicate effectively within a team environment and with the public.
- Perform varied, unskilled general labour and manual tasks requiring physical strength.
- Knowledge of standardized equipment, methods and materials used in municipal recreational services.
- Demonstrate a positive attitude regarding safety, teamwork and ethics.
- Work independently; be innovative, resourceful, and accountable.
- Demonstrate carpentry, painting and mechanical skills.
- Participate in relevant professional development and training as required and as opportunities arise.

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- Demonstrate good business conduct.
- Accept job rotation within their classification.
- Perform other duties as designated by supervisors necessary to the operation of the department.

**Residency:**

This position requires that the employee must reside within the municipal boundaries of Sussex.

**The above Job Description reflects the general details considered necessary to describe the principle functions of the job identified, and shall not be construed as a detailed description of all the requirements that may be inherent in such classification.**

All job descriptions and recommendations for appointment or promotion are subject to the approval of the Sussex Town Council.

***Approved by Council February 20, 2017***