

JOB PROFILE

Public Works- Operations, Transit & Emergency Services

Downtown Maintainer

The functions performed in this position are in accordance with established standard operating procedures, departmental and corporate policies, sound construction principles and practices, and applicable codes, with a focus on quality customer service and continuous improvement processes. Guided by the goals and objectives of the City of Guelph Strategic Plan and committed to the Corporate Values of integrity, excellence and wellness, the candidate will aid in the achievement of the Community Vision – to be the city that makes a difference.

HOURS OF WORK: Any five (5) consecutive shifts between the hours of 5:00 a.m. to 10:00 p.m. – Monday to Saturday. Stand-by is a requirement of this position.

DUTIES:

- Trouble shoot and perform skilled work in the maintenance of city owned and /or leased parking facilities and equipment including parking meters, parking revenue equipment, plumbing, signage installation, ventilating systems, electrical, drywall, elevators and fire panels as well as maintain pedestrian areas and sidewalks in the downtown
- Responsible for daily emptying of all city waste containers in the downtown core
- Assist in maintaining necessary daily records of all maintenance activities
- Inform the Lead Hand of any breakdowns, vandalism and deterioration of facilities and all city owned downtown property
- Operate various types of maintenance equipment including, but not limited to tractors, skid steers, front-end loaders, mad vac, power washer, sweeper, trackless, sanders and plows, and small equipment including auxiliary attachments, and hand and power tools in a safe and efficient manner in high density pedestrian and vehicular areas
- Carry out all necessary maintenance and adjustments while keeping the equipment in a safe, clean and tidy condition, and perform daily circle checks and report defects and if necessary carry out small repairs in a prescribed manner
- Remove and/or flag obstacles hazardous to employees or the public or that interfere with the safe operation of vehicles or equipment, and duly note and report such conditions to a Lead hand or Supervisor
- Comply with requirements of the Occupational Health & Safety Act, The Highway Traffic Act, all Federal, Provincial and City regulations, policies and procedures
- Respond to emergency accidents, clean-ups, and spills in the downtown and all city owned and/or leased parking facilities and lots and follow up with proper protocol
- Assist other team members of the Operations Department in day to day activities
- Provide cleaning service including dusting, sweeping, vacuuming, shampooing, washing walls, floors and stairwells, mirrors and windows, cleaning washrooms, washroom fixtures, counter tops, tables, chairs, work rooms, utility rooms, parking booths, kitchenettes, fridges, stoves, microwaves, etc., and sorting and removal of all garbage
- Work with City MMS system work orders, work requests, purchase orders and other customised parking software
- Demonstrate initiative to resolve issues with focus on quality customer service
- Perform other related duties as assigned

QUALIFICATIONS:

- Minimum Grade 12 education is required
- Experience related to the duties listed above which includes 6 – 12 months experience operating medium to heavy equipment (ie. trackless, sweepers and snowplows) in a safe and efficient manner in high density traffic and performing work related to facility and equipment maintenance activities. Candidates with an equivalent combination of education and experience may be considered.
- A valid Class G driver's licence with a good driving record, a DZ driver's licence would be an asset
- Demonstrated experience, knowledge and understanding of tools, equipment and procedures relevant to facility and equipment preventative maintenance such as parking meters, parking revenue equipment, plumbing, signage installation, ventilating systems, electrical, drywall, elevators and fire panels
- Must be a reliable self-starter, able to make decisions and function with minimal supervision, as well, work as part of a team, and undertake all aspects of the job thoroughly and willingly
- Must possess good oral and written communication skills
- Have the ability to deal with the public in a professional and cordial manner and work well in a team environment
- Must be able to physically perform strenuous and repetitive work in a safe manner, such as climbing, lifting, bending, pushing and moving heavy items in all types of weather conditions.
- Experience working with computer applications including Windows
- Proficient time management skills and flexibility in adjusting between a variety of duties
- Must obtain and maintain a valid First Aid/CPR certificate
- Basic understanding of and experience with computers including Windows
- Knowledge of the Occupational Health and Safety Act

THIS IS A SAMPLE JOB PROFILE.PLEASE VIEW THE "CAREERS/JOB" PAGE FORCURRENT OPENINGS THAT WE ARE ACTIVELY RECRUITING FOR