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## External Job Posting

The Hamilton Conservation Authority has a seasonal opportunity for a(n)

# Maintenance Supervisor at Wild Waterworks

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### Job Summary:

Reporting to the Facility Operator / Mechanic, the Maintenance Supervisor is directly responsible for the supervision of the Maintenance staff. The Maintenance Supervisor assists in the planning, coordination and implementation of the daily operations of the facility, to an exceptionally clean and neat appearance. This position is indirectly responsible for the overall supervision and operation of Wild Waterworks. The Maintenance Supervisor engages in scheduling, training and public relations functions. This position also ensures the safety and enjoyment of patrons at Wild Waterworks through the promotion of facility rules and regulations; providing information regarding the available activities and facilities at Wild Waterworks and the Hamilton Conservation Authority.

Other duties include:

- Knowledge of and compliance with Hamilton Conservation Authority personnel policy, safe working procedures, emergency procedures and relevant legislation; including but not limited to Ontario Health Protection and Promotion Act, Occupational Health and Safety Act, Amusement Devices Act, Trespass to Property Act, Employment Standards Act, Accessibility for Ontarians with Disabilities Act and Human Rights Code.
- Assist with organization and implementation of pre-season and weekly trainings by designing training activities, running training activities, acting as a positive role model, demonstrating proper skills and procedures and maintaining training records.
- Assist with scheduling, allocating and approving labour hours, shift change requests, time sheets and attendance logs.
- Evaluate staff performance, document and recommend appropriate action including discipline, praise, goal setting, additional training and/or referral to management.
- Demonstrate and facilitate a positive and professional attitude towards duties, customers and coworkers to create a cohesive team atmosphere with all departments.
- Maintain inventory control of maintenance/cleaning supplies; place and/or request orders where appropriate.
- Perform daily facility and security checks. Identify hazards and foresee potential issues. Ensure accurate and thorough reporting and documentation.
- Issue verbal warnings and direct patrons to leave the facility where appropriate. Refer occurrences of a serious or criminal nature to a Manager, Security and/or Police.
- Check, secure and arm/disarm buildings, pump houses, phone boxes, and facilities.

- Provide supervision and direction during emergencies within the facility and Confederation Beach Park, coordinate staff and patron actions, ensure provision of first aid care, crowd and traffic control, documentation, communication, transportation and emergency maintenance.
- Perform Maintenance worker duties, assist Pool Operators in the operation and maintenance of water attractions and assist other departments as required.
- Ensure the organization and cleanliness of the Administration Building, Supervisor office, Maintenance Room, Garbage Area and Public Change Rooms Building.
- Keep tools and equipment properly cleaned, serviced, stored, and in safe working order.
- Remove from service and report equipment when due for service or in need of attention.
- Maintain building exterior facade and clean litter around buildings, empty/clean garbage and recycling bins within the facility and around its outside perimeter.
- Paint, repair fences and tables, maintain equipment and buildings, prune trees and shrubs, planting and other landscaping tasks.
- Operate assorted equipment including riding mowers, push mowers, cord trimmers, power tools, hand tools and other small equipment.
- Check voicemail and email daily, respond to requests in a timely manner.
- Assist and work cohesively in a team environment with all departments, communicate effectively, and maintain a positive, professional attitude towards work, patrons and coworkers.
- Any other duties as assigned to support the team effort at the HCA.
- Various physical abilities including but not limited to:
  - Perform Standard First Aid and CPR-C skills as required in the Standard First Aid Certification (or equivalent Certification)
  - Standing, walking and sitting for up to 90 minutes continuously
  - Pressure washing, lawn mowing and other grounds maintenance duties
  - Climbing and descending from ladders stairs, and ramps while carrying equipment
  - Lifting up to 60lbs
  - Any combination of the above requirements performed consecutively

### **Qualifications:**

#### **Education and experience you will need to have:**

- University or College student or graduate with experience and/or education in landscaping, recreation management, business, hospitality or public relations
- Strong writing and communication skills. Ability to organize work, plan activities and set priorities
- Good computer skills with Microsoft Office software Word, Excel, Power Point and Outlook.
- Current Standard First Aid + CPR-C Certificate (or equivalent)
- A valid Ontario Driver's License, Class "G"
- Previous experience landscaping, grounds maintenance or janitorial duties

#### **And even better if you have:**

- Previous supervisory experience
- Previous public relations experience
- Previous experience in pool operations, maintenance and cleaning
- Ability to speak a second language

**You will be a great fit for this role if you have:**

- Ability to work outside in all types of weather, including heat and humidity
- Ability to work weekends, holidays and sometimes in isolation
- Ability to demonstrate and help to create teamwork through your leadership
- Creativity, flexibility and problem-solving capabilities
- Excellent organizational and administrative skills; attention to detail

**Working Conditions:**

The work location will be at Wild Waterworks, 680 Van Wagners Beach Road, Hamilton, Ontario. Working hours will be an average of 35 hours per week, weather depending. This position may be required to work in other Conservation Areas or on special projects for defined periods of time as directed by the Director of Conservation Area Services

**Application Process:**

Interested applicants should email their resume with "Maintenance Supervisor" in the subject line to:

**Attention: Wild Waterworks Manager**

**Email: [wwwjobs@conservationhamilton.ca](mailto:wwwjobs@conservationhamilton.ca)**

Although we appreciate the interest of all applicants, only those selected for an interview will be contacted.

Accessibility accommodations are available for all parts of the recruitment process; applicants are asked to inform Human Resources for any disability required accommodations in advance.