

## Job Information

Job title	<b>BSW Lead Hand</b>		Job Code BSWLD	Pay Grade G
Title of immediate supervisor	Technical and Building Supervisor or BSW Supervisor			
Department/Division	Parks & Recreation / Recreation			
Prepared by	N. Pallan			
Date Created	June 28, 2018	Revised date		

## Job Purpose

Works alongside Building Service Workers providing direction, support and prioritizing of work. Monitors work quality, break times, attendance and reports concerns or issues to Supervisor. Performs maintenance work in the general operation and service of recreation municipal facilities. Schedules staff for last minute backfill needs.

## Duties and Responsibilities

- Directs, assigns, checks, signs off, and participates in the work assignments of a small group of employees or contractors working the same shift.
- Performs preventative or minor maintenance tasks such as routine operational checks or repairs of heating, air conditioning systems, compressors, electrical, plumbing and other related facility equipment.
- Greets and orients on-site external service providers and contractors to ensure work is completed in a safe, timely and appropriate manner according to Saanich guidelines.
- Provides training and orientation to staff on shift to new processes and procedures. Conducts contractor orientations as needed.
- Operates and services water heating and water filtration equipment or services ice-making and ice-resurfacing equipment.
- Performs setup, clean up and take down tasks in coordination with program requirements and special events.
- Sweeps, dusts, mops, wet mops, scrubs, strips, seals, waxes and polishes floors.
- Dusts and cleans offices, washes windows and walls.
- Cleans washrooms, replenishes supplies and ensures that proper disinfectants and cleaning methods have been used.
- Maintains records of equipment operation.
- Initiates WIM procedures in absence of supervisor.
- Performs other related duties as required.

## Qualifications

- Grade 11 or equivalent.
- One year of related experience including experience directing the work of others.
- An equivalent combination of education and experience may be considered.
- Building Service Worker level 1
- WHMIS certification valid within 1 year.
- Pool Operators I and II Qualification as required.
- Refrigeration Operator certification (RO) as required.
- Satisfactory police information check.
- Occupational First Aid Level I as required.
- Valid Class 5 BC Driver's Licence as required

## Physical Requirements

Sufficient physical strength to perform the work and stamina to work varying shifts.

## **Working Conditions**

Works in a recreational setting.