

## **GRANITE CLUB JOB DESCRIPTION**

### **IDENTIFYING INFORMATION**

**Job Title:** Junior Ice Technician  
**Division:** Facilities  
**Department:** Facilities  
**Reporting To:** Building Operations Manager  
**Accountable To:** Director of Facilities  
**Date:** June 4, 2025

### **POSITION SUMMARY**

The Junior Ice Technician supports the maintenance and operation of the skating, curling, and outdoor rinks, while assisting with general building maintenance. Reporting to the Ice Technician, this entry-level role includes training in ice resurfacing, equipment use, and facility safety, while upholding club standards to ensure members experience Granite Gold hospitality.

### **DUTIES AND RESPONSIBILITIES**

- Assist the Lead Ice Technician, and Curling Manager/Assistant. Document member feedback and personal observation of the curling and skating ice conditions and space environmental conditions.
- Conduct or be involved with Skating ice maintenance. (Edging, scraping, hand flooding, patching, blade changes, operation of ice resurfacer.)
- Assist, or conduct evening Curling Ice Maintenance in preparation for daily leagues/bookings.
- Work with Ice Technician(s) in performing ice installation and removal (when scheduled), as well as day to day maintenance.
- Monitor shed and ice conditions and make needed adjustments to the ice plant controller.
- Conduct daily/periodic maintenance of the Exterior Skating Rink (seasonal). Involvement with the Exterior Rink set up and take down.
- Work closely with and communicate with the Cimco technician on their weekly service visits as well as maintenance and repairs. (Operational and Capital)
- Conduct daily Cimco refrigeration plant readings when needed.
- Perform preventative maintenance on curling and skating ice equipment; ie. RO system, ice re-surfacer.
- Assist with maintenance of the tennis courts per daily schedule. Includes grooming, lining and watering as well as the general aesthetics of the courts and equipment. Report deficiencies and member feedback.
- Assess tennis court conditions after rain and update Sports Desk with conditions and re-opening times.
- Assist with seasonal events such as; Skating Show, Canada Day, Curling Bonspiels.
- Work closely with Building Maintenance staff to make adjustments to peripherals such as HVAC and lighting scheduling.

- Member of the club's primary response team for fire alarms along with Member Services.
- Change light bulbs, clean fixtures and lenses.
- Assist Maintenance and Plumbing staff with refrigeration coil cleaning when needed.
- General repairs (ie: minor plumbing, mechanical, painting and carpentry)
- Maintain mechanical and storage rooms
- Assist building trades and operators as required
- Set up and move furniture/equipment for functions, including dance floors, risers and stairs.
- Assist with snow removal and salting of driveways and paths as required.
- Work with electronic work order system, closing work orders when completed or add notes/forward to the trade that will make the repairs in a timely manner
- Other duties/tasks as assigned.

### *Health & Safety*

All employees have a responsibility to ensure that the club is a healthy and safe environment. Employees must:

- Work in compliance with the Occupational Health and Safety Act regulations and the Club's Health and Safety policies and procedures.
- Use or wear any equipment, protective devices or clothing required by the club.
- Report to your manager/supervisor any known equipment or protective device that may be dangerous, missing, or defective.
- Report any known workplace hazard or violation of the Act or regulations to your manager/supervisor.
- Report all accidents, illness, or "near miss" incidents to your manager/supervisor immediately.
- Do not remove or disable any protective device.
- Handle hazardous substances according to the Workplace Hazardous Materials Information System regulations.
- Work safely and not use or operate any equipment in a way that may endanger any worker.
- Do not engage in any prank, contest, feat of strength, running or rough and boisterous conducts which may jeopardize their safety or the safety and well-being of others.
- Work in compliance with the OHSA.

### **JOB SPECIFICATIONS/QUALIFICATIONS REQUIRED**

- Minimum Level 1 Ice Technician Certification, or Assistant Curling Ice Technician certification.
- Private Club Experience is an asset
- Working knowledge of the CIMCO ice plant control system is an asset. (Cimco 5000 control system)
- Communicate with Facilities team and other departments concerning repairs in their areas by personal communication or by email. These items are to be recorded in the Facilities logbook.
- Operate onsite equipment, such as; Ice re-surfacer, snow blowers, drain snakes, Curling ice scraper, golf carts.

- Comfortable working at heights. (ie Ladders, scaffolds, elevated work platforms)
- Ability to spend extended time standing/walking.
- General labour that may involve heavy lifting of up to 80lbs.
- Deemed an “Essential” staff member.
- General maintenance knowledge and use of hand and small power tools required
- General knowledge of building trades an asset
- Oral and written English required
- Excellent public relations, interpersonal and communications skills.
- Good planning and organizational skills.
- Enthusiasm, vision and Teamwork
- Flexible to work variable shifts; evenings, weekends and holidays

*Please note that duties will be added, deleted or assigned as required.*