

JOB PROFILE

Parks Store Person



SUMMARY

Reporting to the Manager, Parks and Surface Area Operations, the **Parks Store Person** is responsible for the security, use and maintenance of all equipment and vehicles. This would include; preventative and demand maintenance and repairs to all equipment, machinery and vehicles stored in the shop and compounds. All equipment and vehicles are to be maintained in a safe, clean and operational manner for use at all times. Along with the use and operation of the preventative and demand maintenance system.

KEY DUTIES & RESPONSIBILITIES

- Performs preventative and routine maintenance and repairs to small engine equipment (gas and diesel) and hydraulic equipment, such as checking oil and fluid levels regularly, adjusting choke settings, inspecting hydraulic lines, etc.
- Completes and maintains inventory of supplies, fuels and equipment, which include informing manager when additional items are needed and ensuring their timely availability to maintain equipment and facilities.
- Maintains equipment and vehicle records on repairs made, parts ordered, and parts inventory.
- Keeps all equipment and vehicles clean, operational, safe, and properly stored at all times.
- Ensures equipment and vehicle storage facilities are neat, clean, and organized for safe and efficient use.
- Uses and understands the existing computerized, wireless preventative and demand maintenance system.
- Operates heavy machinery, such as skid-steer loader, backhoe loader, forklift, and aerial work platforms.
- Cleans areas, facilities, and related items (ex. storm drains, litter, fields, etc.) for purpose of removing hazards and preventing flooding.
- Operates equipment and maintenance tasks.
- Completes snow removal and de-icing tasks through use of machinery and snow removal equipment.
- Prepares for all types of events in client's grounds and facilities including set up and take down of equipment and furnishings.
- Carries out duties that meet Health & Safety standards and Standard Operating Procedures.
- Communicates and ensures good customer service to members of the public, tenants, and other staff.
- Serves as a lead person on maintenance crew when needed.
- Maintains and operations of client's property and facilities.
- Other duties as assigned.

KNOWLEDGE & SKILLS

- Completion of High School Diploma.
- Familiarity with the operation and use of a computerized preventative and demand maintenance systems.
- Ability to perform small repair tasks associated with Park vehicles and equipment (i.e. oil and filter changes, fuel/oil mixtures, tire pressure, etc.)
- Strong organizational ability as it relates to equipment maintenance, storage and use.
- Ability to operate heavy equipment, i.e. skid-steer loader, backhoe loader, forklift, and aerial work platforms.
- Must possess a valid Ontario Driver's "G" License.
- Must have familiarity and/or training in health & safety, including the Occupational Health & Safety Act and regulations applied to this work.
- Minimum 3 years of experience in property maintenance.
- Ability to bend, reach, stand and lift a minimum of 40 lbs.
- Ability to work in a standing position for long periods of time (up to 8 hours).
- Must be available to work weekends/holidays/overtimes as required.
- Holds a valid First Aid & CPR certification (or willing to acquire certification).

Licenses and/or Professional Accreditation

- Small Engine Technician (i.e. MTCU trade apprentice/graduate)

[Apply on BGIS website](#)