



POSITION TITLE:	Operations & Maintenance Coordinator
REVISION DATE:	March 2026
REPORTS TO:	Facilities Coordinator
DIRECT REPORTS:	Ice Technicians, Ticketed Operators, Custodial team, Operations & Maintenance Supervisor
POSITION SUMMARY:	Responsible for oversight of maintenance activities related to the East Hants Sportsplex and the ice plant as per the Technical Safety Act and Power Engineer Regulations of Nova Scotia. Responsible for oversight of building operations and maintenance, including ice plant/refrigeration, building automation, HVAC, electrical, security, fire suppression, and custodial activities. This role supervises the Operations & Maintenance Supervisor, and a team of Ice Technicians, Ticketed Operators, and Custodial staff.

TASK NO.	DESCRIPTION
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Position Descriptions are intended to provide an outline of the general areas of responsibility and duties associated with a given position. Position descriptions are not intended to capture the full breadth of tasks and/or assignments an employee may be directed to complete at any given time. The MEH reserves the sole and unfettered right to make changes to this position description, as required by the organization, without impact upon the employment relationship.

JOB DUTIES & RESPONSIBILITIES

1. Facility Maintenance & Safety Operations (50%)

- 1.1. Maintenance & Plant Operations** -Responsible for oversight of maintenance tasks and activities required to ensure safe operation of the facility. This includes installation and maintenance of ice surfaces, maintenance of the field house, monitoring preventative maintenance software, and actioning building maintenance requests .
- 1.2. Building Systems** - Oversee and ensure effective operations of building automation systems for refrigeration plant, mechanical, and other building systems (Security, Fire, Lighting, etc.)
- 1.3. Emergency Preparedness** - Develop emergency plans for the facility, monitor building systems during weather events that could affect the field house (Dome), or other aspects of the facility. Work with Facilities Coordinator to manage emergency infrastructure needs (plant and dome).
- 1.4. Systems Monitoring & Preventative Maintenance** - Ensure plans are in place for monitoring and troubleshooting building automation systems, including electrical, heat and ventilation-related systems. Ensure proper maintenance is conducted, and coordinate maintenance and repairs.
- 1.5. Contractor Management**- Coordinate building maintenance-related activities that require external contractors such as refrigeration, plumbing, electrical, HVAC and elevator maintenance technicians.
- 1.6. Custodial Operations** - Coordinate and ensure effective operations of custodial activities at the facility.

- 1.7. **Occupational Health & Safety** - Adhere to the Technical Safety Act and Power Engineer Regulations of Nova Scotia. Ensure a system and documentation are in place for hazard assessments, SDS, safe work procedures and other standard operating procedures, training is being conducted, and are being followed by team members.
- 1.8. **On Call** - Prepared to be on-call after hours for unanticipated maintenance and/or security requirements, as well as during evening and weekend events and activities.
- 1.9. **Asset Management** - Collaborate and provide building related information to support the Asset Management program.
- 1.10. **Perform Maintenance Duties** - Perform maintenance tasks and assist facilities operations team with daily maintenance activities as required for facility operations.

2. Supervisory Responsibilities (40%)

- 2.1. **Staff Supervision & Scheduling** - Develop and manage schedule for Ice Technicians, Ticketed Operators, and Custodians based on operational needs for the Sportsplex. Provide supervision and direction to facility operations staff to ensure smooth facility operations including ice surface and artificial turf configuration. Set performance goals and objectives, and conduct performance reviews.
- 2.2. **Timekeeping and payroll** - Ensure hours worked are accurate, entered into the payroll system, and approved on time for direct reports.
- 2.3. **Workplace Environment** - Promote a positive and productive work environment for all staff. Ensure teamwork exists through collaboration and consultation, not only within the department, but with other departments in the Municipality.

3. Other (10%)

- 3.1. **Manage and maintain records** - Ensure a system is in place to document inspections, log sheets, preventative maintenance, and required safety inspections/checks.
- 3.2. **Inventory** - Ensure a system is in place for keeping an accurate inventory of tools, chemicals, and other necessary supplies required for effective and efficient operations of the facility.
- 3.3. **Budget Input** - Provide input as requested during the development of operating and capital budgets.

REQUIRED QUALIFICATIONS AND TRAINING

Education and Experience

- High school diploma or equivalent plus a one (1) year certificate in a related field such as mechanical, facilities management, building systems or electronics.
- Valid NS Department of Labour 2nd Class Refrigeration License.
- Comfortable working from heights
- Minimum five (5) years' relevant technical experience in ice plant operations.
- Knowledge of ammonia refrigeration systems.
- Experience operating automated or computerized control systems.
- Arena Operator Level 1 or willingness to obtain.
- Experience in building maintenance, heating, ventilations or air conditioning (HVAC) is considered an asset.

- Related OH&S courses such as WHMIS, First Aid, Confined Space Entry and Fall Protection is preferred.
- Must be able to obtain RCMP security clearance.
- An equivalent combination of education and experience will be given consideration.

Knowledge, Skills, Abilities

- Basic skills in Microsoft Office Suite
- Must be mechanically inclined and able to operate equipment such as a Zamboni, compact tractor, zoom boom or scissor lift; Willingness to obtain certifications to operate.
- Must be a self-starter in order to determine priorities and to be able to work alone.
- Must be physically able to lift 30 lbs. and work outside under extreme weather conditions.
- Must have a valid Class V driver's license.
- Physical ability to perform duties, climb ladders and work at heights or in confined spaces.

Working Environment

- The workload of this position is frequently unpredictable with urgent maintenance priorities and will require some overtime outside of office hours on an unpredictable, without notice basis. This position works on-call on a rotational schedule for emergency maintenance as required.
- This position works in a busy municipal recreation facility, noise and crowds are a common occurrence.

I hereby certify, to the best of my knowledge, the information provided regarding this job description is complete and factual, and accurately describes the work performed.

<i>Employee's Signature</i>	<i>Employee's Name (print)</i>	<i>Date:</i>
<i>Supervisor's Signature</i>	<i>Supervisor's Name (print)</i>	<i>Date:</i>
<i>Director's Signature</i>	<i>Director's Name (print)</i>	<i>Date:</i>
<i>CAO's Signature</i>	<i>CAO's Name (print)</i>	<i>Date:</i>