



Job Description – Facilities and Equipment Repair Technician

Reports to: VP of Facilities & Equipment and the Recreational Programming Committee (Club Captain, VP of Programs and VP of Communications)

Wage: \$15 per hour

Hours / Dates:

Part-time May

Full-time June, July and August (possibility of part-time work into the fall).

Description:

The Facilities and Equipment Repair Technician plays an integral role in the mission of the Kingston Rowing Club to – promote and develop rowing at all levels in Kingston and area, focusing on excellence in recreation, competition and coaching, and fostering community involvement in the sport – by supporting rowers and coaches on-going needs with excellent, well maintained equipment and facilities.

Responsibilities

The successful candidate will be responsible for the following:

- Perform general repairs and preventative maintenance to equipment and facilities supporting recreational and competitive programming;
- Inspect hulls and other equipment for cracked or damaged hardware and order/install replacement parts, including some work with Fiberglass and Kevlar;
- Troubleshoot problems related to equipment and facilities, provide recommendations for problem resolution; provide estimates for repair, replacement, and installation according to problem diagnosis and repair/replacement recommendation;
- Communicate with manufacturers and vendors for technical help and out-sourcing of services, including but not limited to:
 - Taking outboard marine motors for regular maintenance and repair;
 - Facilitate painting or repair of boat hulls by a professional company when required;
- Maintain a clean and organized workspace, including inventory of spare parts required for on-going repairs and maintenance;
- Keep organized and up-to-date logs of receipts, equipment purchases and repair logs; updating the 'Plan for Equipment Renewal' and regularly reporting to the VP of Facilities & Equipment;
- Regularly inspect and maintain on-water and facility based safety equipment;
- Perform other duties to effectively manage operations at KRC such as cleaning and organizing of boathouse, purchasing cleaning supplies, rodent control, waste management, etc.

The above duties are representative, but are not meant to be all-inclusive.

Skills/Attributes

The successful candidate should:

- Be able to work as part of a team through collaboration, respect and effective communication;
- Be well organized and have the ability to effectively manage time and priorities, manage a full workload and meet deadlines in a busy environment;
- Self-motivated and willing to learn;
- Ability to work in a safe manner as per legislation, policies and guidelines, including wearing the appropriate Personal Protective Equipment (PPE), as required;
- Ability to problem solve and make decisions around issues that arise in carrying out this position with minimal supervision, self-initiating seeking guidance when and where necessary.

Qualifications

The successful candidate should possess the following:

- Familiar with hand tools;
- Woodworking skills;
- Experience working with shells, rigging, etc.;
- Familiar with small motors, etc.;
- General maintenance competency;
- Ability to do some heavy lifting, climbing, carrying as required in performance of job;
- Current G Driver's License and a clean driving record.

Please send a cover letter and résumé, **by 12:00 p.m. (noon) on Wednesday, March 19th** to:

Recreational Programming Committee, Kingston Rowing Club

Email: info@kingstonrowing.com

Only applicants selected for an interview will be contacted.

Interviews will be conducted the week of March 24th to 28th.