

# Municipality of *Bluewater*

## HIRING PART-TIME FACILITIES ATTENDANT

Under the direction of the Facilities Foreman, the Facilities Attendant provides facility maintenance of municipal property and facilities. Responsible for maintenance and custodial services of municipal recreation facilities, properties and events as required. Seasonal maintenance includes grass cutting, washroom cleaning, garbage monitoring and removal. Arena duties such as resurfacing ice and changing nets.

Additional responsibilities include responding to concerns and addressing complaints regarding facilities, receiving payment for facility rentals, and other duties as assigned.

**Working conditions:** Work involves frequent dealings with the public, frequent bending, lifting, work in varying weather conditions (heat, cold, precipitation), climbing and carrying, and working independently and alone from time to time.

**Hours of work:** Evenings, weekends and expected to report to work in emergency situations where possible.

### **Requirements:**

- Strong customer service and public relations skills
- Ability to operate a variety of light machinery and maintenance of equipment safely
- Valid Class "G" driver license
- Current First Aid and CPR training
- Criminal record police check
- Facility experience is an asset

### **Compensation:**

- \$18.07 - \$22.59 per hour
- ability to opt-in to an OMERS pension plan

Interested persons please submit resumes to:

Municipality of Bluewater

Becky Wilson, Administrative Assistant - Public Works & Facilities

14 Mill Ave., Zurich ON, N0M 2T0

E: [pwfassistant@municipalityofbluewater.ca](mailto:pwfassistant@municipalityofbluewater.ca)

*The Municipality of Bluewater is an equal opportunity employer. Accessibility accommodation is available for all parts of the recruitment process. Applicants need to make their needs known in advance. Personal information for this position is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and is used to determine eligibility for potential employment.*

*All applicants are thanked for their interest in this position. Only those selected for an interview will be contacted.*

# MUNICIPALITY OF BLUEWATER

## **POSITION DESCRIPTION: Facilities Attendant**

**DEPARTMENT:** Facilities

**REPORTS TO:** Facilities Foreman

**POSITIONS SUPERVISED:** None

**PAY STATUS:** Hourly

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### **Position Summary**

Under the direction of the Facilities Foreman, the Facilities Attendant provides, maintenance, some facility supervision, customer service and custodial services for municipal recreation facilities, properties and events as required.

### **Major Responsibilities:**

#### **Maintenance and Custodial**

Maintains facilities for routine maintenance and cleanliness including dressing rooms, sidewalks, lobbies, and bathrooms.

Performs seasonal maintenance including grass cutting, outdoor washroom cleaning, monitoring and removing garbage.

Empties garbage as required.

Performs ice related duties such as resurfacing ice, changing nets, and performing basic ice resurfacers operation.

Maintains outdoor playing surfaces, parks, ball diamonds, splash pads and fields seasonally as required.

Provides maintenance and janitorial services for other municipal buildings as required under the direction of the Facilities Foreman.

Adheres to all safety guidelines in accordance with the Occupational Health and Safety Act.

#### **Facility Supervision and Program Support**

Receives and records requests for facilities usage/rentals and informs full time staff members.

Sets up, and cleans up facilities for events, when required.

Liaises with onsite user groups regarding group's needs.

Responds to concerns and addresses complaints regarding facilities in a responsible and timely manner.

Reviews assignments and daily schedule of events at the start of each shift to ensure the facility is ready for use.

Receives payments, and counts.

May be called upon to administer first aid.

Performs other duties as assigned.

**More Details:**

Occasional use of judgement when dealing with members of the public.

Problems are addressed in a routine manner.

**Qualifications:**

Ability to operate a variety of light machinery and maintenance equipment safely and efficiently.

Facility experience is an asset.

Strong interpersonal, communication and public relations skills and the ability to deal positively with customers and children.

Able to work independently with minimal supervision and as a member of a team.

Available to work flexible hours including days, evenings, weekends, and holidays, and flexibility to accept last-minute shifts considered an asset.

First Aid and CPR.

Vulnerable Sector Criminal Record Check.

Valid Class "G" driver licence.

**Working Conditions:**

Able to work independently and alone from time to time.

Work is performed in a municipal recreation facility or park with some risk of exposure to chemicals, oily, hot machinery.

Frequent dealings with the public.

Occasional exposure to unpleasant or irate people

Work involves frequent bending, lifting, climbing, and carrying.

Incumbent is required to work shift work, including evenings and weekends and is expected to report to work in emergency situations where possible.

Required to work in all weather conditions which may be extreme at times (i.e., precipitation, cold, heat).

Working schedule assigned by Facility Foreman and/or Supervisor of Facilities.

**Approvals:**

\_\_\_\_\_  
Incumbent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager

\_\_\_\_\_  
Date