

Municipality of *Bluewater*

HIRING PART-TIME FACILITIES ATTENDANT

The Facilities Attendant works under the direction of the Facilities Foreman to provide maintenance, customer service and custodial services for municipal recreation facilities, properties and events as required. Responsibilities of this position include seasonal maintenance which includes grass cutting, outdoor washroom cleaning, garbage monitoring and removal. Ice related duties such as resurfacing ice, changing nets, and performing basic ice resurfacer operation. Additional responsibilities include responding to concerns regarding facilities in a timely manner, receiving payments and reviewing the daily schedule of events to ensure the facility is ready for use.

Qualifications: Ability to operate a variety of light machinery and equipment safely, valid Class "G" driver license, strong interpersonal skills, First Aid and CPR, criminal record police check. Must be available to work flexible hours including days, evenings, weekends, and holidays, and flexibility to accept last-minute shifts considered an asset.

Compensation:

- \$17.45 - \$21.81 per hour, as per the 2023 wage grid
- 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

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

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 resurfacer 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