



Job Posting	
Position:	Facilities Park Labourer
Department:	Recreation and Culture Department, Parks and Facilities Division
Reports To:	Parks and Operations Team Lead
Status:	Part-time
Pay Band:	2
Wage Scale:	\$18.00 - \$22.89
# of Vacancies	2

Position Summary:

The Town of Carleton Place is seeking a reliable and service-oriented individual to join our Recreation & Culture Department as a Facilities Parks Labourer. This position plays a key role in ensuring our municipal facilities, including arenas and community centres, are clean, safe, and welcoming to the public.

Reporting to the Parks and Operations Team Lead and working under the direction of the Facilities Supervisor, the Facilities Parks Labourer performs facility maintenance, ice surface upkeep, janitorial work, and support for special events. The role involves a mix of manual labour, customer service, and routine maintenance duties across various recreational spaces.

These are ongoing part-time positions with hours extending beyond the summer. Immediate availability is required for all shift types, including early mornings, evenings, weekends, and overnights.

Key Responsibilities:

- Perform maintenance duties in arenas, community centres, parks, and municipal buildings.
- Support ice maintenance, including flooding and rink upkeep.
- Assist with setup and takedown for events, programs, and rentals.
- Carry out cleaning tasks in washrooms, dressing rooms, and public areas.
- Operate and maintain janitorial and maintenance equipment.
- Provide courteous and professional customer service to facility users.
- Follow all safety protocols and procedures while on shift.

Qualifications:

- A valid Ontario Class "G2" Driver's Licence and a clean driver's abstract are required.
- Previous experience with minor cleaning or maintenance is an asset.

- First Aid/CPR-AED certification is considered an asset.
- Ability to perform physical labour and work in changing environmental conditions.
- Strong teamwork and communication skills with a customer-first mindset.
- Ability to work flexible shifts including early mornings, evenings, weekends, overnights, and holidays.
- Ability to perform physical labour, including lifting up to 50 pounds, and work in varied environmental conditions.

Working Conditions:

- Fast-paced setting with frequent interaction with the public.
- Physical demands include lifting up to 50 lbs., climbing stairs, and working both indoors and outdoors.
- Exposure to cleaning products, variable temperatures, and occasional loud or unpleasant environments.

Application Deadline:

Closing date for applications is **May 23, 2025.**

How to Apply:

Please send your resume and cover letter to hr@carletonplace.ca.

The Town of Carleton Place is an equal opportunity employer

We are committed to fostering a diverse and inclusive workplace free from discrimination. We welcome applications from individuals of all backgrounds and abilities. If you require accommodations during the recruitment process, please contact us at hr@carletonplace.ca and we will work with you to meet your needs.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.



TOWN OF CARLETON PLACE JOB DESCRIPTION

DEPARTMENT:	Recreation and Culture Department
DIVISION:	Facilities
JOB TITLE:	Facilities Parks Labourer
EMPLOYEE GROUP:	Non-Union
PAY GRID:	2
SUPERVISOR:	Parks and Operations Team Lead
REVISION DATE:	March 2023

POSITION SUMMARY:

Reporting directly to the Parks & Operation Team Lead and under the supervision of the Facilities Supervisor, the Facilities Parks Labourer will provide operational support to the Recreation & Culture Department by assisting with the maintenance of municipal facilities, equipment, and grounds. The responsibilities include general labourer duties as required to clean, maintain, and keep safe municipal recreation facilities and equipment.

DUTIES AND RESPONSIBILITIES:

1. Provides support to the Facilities Supervisor on duty by performing maintenance to arenas including ice surface maintenance, assisting in flooding of ice arenas, cleaning, and filling ice machines. Also, performs maintenance and operational duties to ensure the safe operation of arenas, community centres, municipal buildings, parks, trails, waterfronts, ball diamonds, playing fields, etc. Maintenance is performed based on daily, weekly, and monthly schedules.
2. Performs manual labour support for special events, hockey games and tournaments, and public skating events including set up and takedown of halls.
3. Provides customer service to all users of the facilities and maintain a positive and professional manner at all times.
4. Maintains washrooms, and change/dressing rooms and associated areas including cleaning, disinfecting, removing garbage and replenishing supplies of toilet paper, soap, etc. Completes custodial duties of municipal facilities as required.
5. Performs general maintenance duties in the overall facility such as painting, replacing bulbs, etc. Operates and maintains janitorial equipment, groundskeeping equipment and other Town owned equipment.
6. Moves nets during games, tournaments and other events as required.

7. Responds to routine inquiries related to the use of the facility.
8. Maintains good public relations with customers, user groups and colleagues.
9. Works evenings and weekends on a routine basis.

The above generally describes the duties involved with the position. However, municipal work is varied in nature and employees will be required to perform duties in addition to the above from time to time as directed by the Recreation Team Lead or the Facilities Supervisor.

POSITION REQUIREMENTS

EDUCATION REQUIREMENTS:

1. First Aid and CPR-AED certification an asset.

LICENCING

1. Valid Ontario Class "G2" Driver's Licence and a clean driver's abstract are required
 - a. Note: This requirement means applicants must be of legal driving age (minimum 16 years old).

EXPERIENCE:

Experience completing minor cleaning and maintenance an asset.

SKILLS AND COMPETENCIES:

1. Ability to perform maintenance, janitorial, parks and other facility operational duties.
2. Must be able to work independently as well as part of a team.
3. Ability to maintain a professional demeanor at all times when dealing with the public and volunteers.
4. Physically capable to perform general labour and maintenance duties as well as skating for public skating monitoring
5. Must be able to handle multiple tasks at one time.

SAFETY:

The Town of Carleton Place believes that all accidents can be prevented. While performing the above duties, employees shall make safety an integral part of every task and job. Employees shall be familiar with the Town's Safety Policy and understand their:

- Right to Participate;
- Right to Know;

- Right to Refuse Unsafe Work; and
- Right to Stop Dangerous Work.

All employees must follow the Town's Health and Safety Policy and comply with the Occupational Health and Safety Act.

WORKING CONDITIONS:

A flexible rotating schedule will be implemented including early mornings, days, evenings, overnight, weekends and statutory holidays. Ability to work in a fast-paced environment with changing priorities.

PHYSICAL DEMANDS:

The Facilities Parks Labourer will perform regular physical effort walking and may be required to walk on uneven and/or slippery surfaces. The position may require the ability to bend, lift and/or carry heavy objects, climb stairs and ladders. Occasional strenuous physical activity may result in muscle fatigue or strain. Must be able to lift up to 50 pounds, carry items such as mops, shovels, bags of garbage and boxes; must be able to mop, sweep and vacuum floors, reach and bend, stock shelves.

ENVIRONMENTAL CONDITIONS:

The Facilities Parks Labourer may experience changing temperatures from building to ice surface. The position will be exposed to occasional unpleasant fumes, dirt, hazardous substances, and/or loud noises associated with cleaning duties, facility, and ice maintenance, etc. Must be prepared and able to work both indoors and out and in all seasons; weather conditions ranging from very cold to very hot and humid and able to work in an environment with exposure to cleaning materials (all required Personal Protective Equipment required is available and must be used). Occasional exposure to unpleasant sights and smells.

SENSORY DEMANDS:

The position requires the individual to be able to walk on the ice surface while pushing nets. The position requires the use of cleaning equipment such as broom, mop, vacuum, and floor polisher.

MENTAL DEMANDS:

The Facilities Parks Labourer may occasionally have to manage a number of requests and tasks at one time and must be prepared to deal with a variety of people and occasional stressful situations associated with working with the general public. Excellent organization and time management skills will be needed to complete the required tasks.

N.B. Must be able to read and comprehend instructions in regard to cleaning products, equipment operation and comprehending SOP's (standard operating procedures) in relation to deliveries of product and schedules.

WORKING RELATIONSHIPS:

INTERNAL	CAO, Department Heads, Support Staff, Members of Council.
EXTERNAL	Community organizations, non-profit organizations, inspectors.

APPROVED:

Employee

Manager of Recreation
& Culture

CAO