



| Job Posting | |
|-----------------------|--|
| Position: | Custodian |
| Department: | Recreation and Culture Department |
| Reports To: | Parks and Operations Team Lead |
| Status: | Temporary, Full-Time (6 months with possibility to extend) |
| Pay Band: | 4 |
| Wage Scale: | \$21.43 - \$27.30 |
| # of Vacancies | 1 |

Position Summary:

The Town of Carleton Place is currently accepting applications for the position of Facilities Custodian in the Recreation & Culture Department. Reporting to the Parks and Operations Team Lead, this position is responsible for performing cleaning, maintenance, and safety duties at municipal facilities, while providing exceptional customer service to facility users.

The Facilities Custodian also plays a key role in supervising rentals and community events, ensuring facilities are maintained in a safe, clean, and welcoming condition.

Key Responsibilities:

- Carry out cleaning, custodial, and general maintenance duties in municipal facilities.
- Perform minor repairs including painting, drywall, plumbing, and electrical work.
- Operate and maintain janitorial and maintenance equipment.
- Supervise rentals and ensure compliance with facility agreements and safety regulations.
- Oversee community functions, including those requiring licensed service, in accordance with AGCO regulations.
- Monitor inventory of cleaning supplies and plan for seasonal needs.
- Provide friendly, helpful service to facility users and respond to concerns professionally.
- Maintain security, safety, and cleanliness standards at all times.

Qualifications:

- Secondary School Graduation Diploma required.
- Minimum two (2) years of experience in custodial or facility maintenance work.
- Standard First Aid and CPR certification required.

- Smart Serve Ontario certification required.
- Valid Ontario Class “G” Driver’s Licence with a clear abstract.
- Familiarity with cleaning products, maintenance tools, and safety procedures.
- Experience with AGCO regulations and liquor-licensed event oversight is an asset.
- Excellent time management, customer service, and problem-solving skills.
- Ability to work independently and as part of a team in a physically demanding environment.

Working Conditions:

- Irregular shifts including early mornings, days, evenings, weekends, overnights, and statutory holidays.
- Physical requirements include lifting up to 40 kg, working on ladders, and operating cleaning equipment.
- Exposure to cleaning agents, environmental elements, noise, and occasional unpleasant sights or smells.

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 Custodian |
| EMPLOYEE GROUP: | Non-Union |
| PAY GRID: | 4 |
| SUPERVISOR: | Parks and Operations Team Lead |
| REVISION DATE: | March 2023 |

POSITION SUMMARY:

Reporting directly to the Parks and Operations Team Lead, the Facilities Custodian will provide general labour duties as required to clean, maintain, and keep safe municipal recreation facilities and equipment. Supervises rentals and ensures the facilities are safe to use by the public and staff.

DUTIES AND RESPONSIBILITIES:

1. Completes maintenance and custodial duties at municipal facilities as required.
2. Performs general repairs or maintenance as required to maintain all municipal facilities.
3. Operates and maintains machinery, janitorial equipment, and other maintenance equipment and tools.
4. Plans for ongoing cleaning needs on a monthly or seasonal basis.
5. Manages ongoing inventories of cleaning supplies.
6. Represents the Town as owner of the facility at community functions held at municipal facilities and oversees/supervises licensed events ensuring conformance to regulations set out by the Alcohol and Gaming Commission.
7. Supervises rentals and ensures that sponsors of a function comply with the provisions of the rental agreement. Reports any damage, quantity of supplies used and any deviations from the provisions of the rental agreement.
8. Ensures all security measures, policies, facility procedures and health and safety procedures are followed at all times.

9. Liaises with public users of facilities and provides exceptional customer service by responding to customer concerns and needs in a polite, courteous and efficient manner.
10. Completes time sheets and work order sheets.
11. Ensures required and essential records and correspondence is kept securely.
12. Works evening and weekends on a routine basis.

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

POSITION REQUIREMENTS

EDUCATION REQUIREMENTS:

1. Secondary School Graduation Diploma.
2. Standard First Aid and CPR is required
3. Certified through Smart Serve Ontario.

EXPERIENCE:

A minimum of two (2) years' experience in performing custodial duties.

SKILLS AND ABILITIES:

1. Experience performing general maintenance and repairs.
2. Experience in building repairs and maintenance such as plumbing, drywall, painting, electrical, etc.
3. Knowledge of security and emergency procedures to ensure the security of the facility and the safety of patrons.
4. Must possess & maintain a valid Ontario Class "G" Driver's license with clear driving abstract.
5. Familiar with appropriate procedures with liquor licensed events, Alcohol and Gaming Commission of Ontario regulations.
6. Commitment to a team approach and a strong focus on customer relations and customer satisfaction.
7. High level of initiative is required with the ability to work with limited

supervision.

8. Excellent written and verbal communication skills.
9. Ability to exercise good judgement in decision-making.
10. Work with the public, in a service-oriented environment, to transfer information to the public with tact and diplomacy.
11. Demonstrated understanding and ability to identify and correct unsafe conditions under the Occupation Health and Safety Act and all regulations.

WORKING CONDITIONS:

This position is scheduled to work irregular shifts including nights and weekends. This includes early mornings, days, evenings, overnight, weekends and statutory holidays. Ability to work in a fast-paced environment with changing priorities

PHYSICAL DEMANDS:

The employee is regularly required to stand; sit; walk on a wide range of surfaces; use hands to finger, handle or feel; reach with arms; climb or balance; stoop, kneel, crouch, or crawl, and talk or hear. Ability to lift up to 40 kg unassisted. Light, moderate, and heavy lifting required, moving furniture and chemical containers. Use manual and powered pneumatic, hydraulic, gas and electric powered tools and equipment. Working on ladders at varying heights. Staff may also be required to stand for a full shift and walk on uneven surfaces.

ENVIRONMENTAL DEMANDS:

The environment may be busy, noisy, often dealing with several requests by staff/public during short intervals of time. The employee must be a good communicator and be able to manage various issues with staff and the public. Must be prepared and able to work both indoors and out; weather conditions ranging from very cold to very hot and humid. The Facilities Custodian may be exposed to unpleasant sights and smells. The Facilities Custodian may at times be exposed to dangerous and/or toxic substances and must take the necessary precautions to protect eyes, nose and skin from irritation and infection.

SENSORY DEMANDS:

The employee is required to be able to hear conversations in quiet and noisy environments. Regular exposure to fumes from products such as; cleaning agents, floor stripper, floor wax and disinfectants. The employee is required to work in indoor/outdoor environments. This position requires the use of cleaning equipment such as broom, mop, vacuum and floor polisher.

MENTAL DEMANDS:

This position must be able to manage a number of requests and tasks at one time and deal with tight deadlines while accommodating unplanned interruptions. Excellent organization and time management skills will be needed to complete the required tasks. Occasional exposure to difficult users. Demonstrated ability to maintain a professional demeanor and confidentiality when handling complaints. Excellent organization and time sensitive skills will be needed to complete required tasks.

N.B. Must be able to read and comprehend instructions, product/chemical labels related to cleaning supplies, power tools and motorized equipment, invoices, packing slips, deliveries, and schedules.

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 RELATIONSHIPS:

| | |
|-----------------|--|
| INTERNAL | CAO, Department Heads, Support Staff, Members of Council. |
| EXTERNAL | General public, community organizations, non-profit organizations, inspectors. |

APPROVED:

Employee

Manager of Recreation
& Culture

CAO