

TOWN OF CARLETON PLACE - EMPLOYMENT OPPORTUNITY

The Town of Carleton Place is seeking an individual(s) to fill the position of Facilities Attendant.

Summary: Reporting directly to the Parks and Recreation Team Lead and under the supervision of the Facilities Supervisor, the Facilities Attendant will provide operational support to the Facilities Supervisors on duty by assisting with maintenance of the facility, related equipment, and ice surfaces. The responsibilities will include manual labour support for events within the facility and housekeeping duties.

Qualification/Experience:

1. Minimum age of 14 per Employment Standards Act regulations.
2. First Aid and CPR-AED certification an asset.
3. Experience completing minor cleaning and maintenance an asset.
4. Ability to perform maintenance, janitorial, parks and other facility operational duties.
5. Must be able to work independently as well as part of a team.
6. Shifts include nights and weekends.
7. Ability to maintain a professional demeanor at all times when dealing with the public and volunteers.
8. Physically capable to perform general labour and maintenance duties as well as skating for public skating monitoring.
9. Must be able to handle multiple tasks at one time.

The 2021 salary range is \$14.34 - \$18.30 per hour.

A detailed job description, for this position, can be accessed at www.carletonplace.ca

Interested applicants are invited to submit an application in confidence by 1:00 PM Wednesday, September 15, 2021, quoting "Facilities Attendant" Attention Human Resources by:

Mail: Town of Carleton Place
Attn: Human Resources
175 Bridge Street
Carleton Place, ON K7C 2V8

Email: hr@carletonplace.ca
Facsimile: 613 257 8170

We thank all applicants for their interest; however only those applicants selected for an interview will be contacted. The Town of Carleton Place is an equal opportunity employer following the rules and regulations set out by the Human Rights Code. Personal information submitted will be used for the purposes of determining suitability for this competition only and in accordance with the Municipal Freedom of Information and Protection of Privacy Act. Accommodation will be provided in accordance with the Accessibility for Ontarians with Disabilities Act (AODA) upon request.

See below for detailed job description.



TOWN OF CARLETON PLACE
JOB DESCRIPTION

DEPARTMENT:	Recreation and Culture Department
DIVISION:	Facilities
JOB TITLE:	Facilities Attendant
EMPLOYEE GROUP:	Non-Union
PAY GRID:	2
SUPERVISOR:	Parks and Recreation Team Lead
REVISION DATE:	June 2020

POSITION SUMMARY:

Reporting directly to the Parks and Recreation Team Lead and under the supervision of the Facilities Supervisor, the Facilities Attendant will provide operational support to the Facilities Supervisors on duty by assisting with maintenance of the facility, related equipment, and ice surfaces. The responsibilities will include manual labour support for events within the facility and housekeeping duties.

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.
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.
5. Performs general maintenance duties in the overall facility such as painting, replacing bulbs, etc.
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 Parks and Recreation Team Lead or the Facilities Supervisor.

POSITION REQUIREMENTS

EDUCATION REQUIREMENTS:

1. Minimum age of 14 per Employment Standards Act regulations.
2. First Aid and CPR-AED certification an asset.

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 Attendant will perform regular physical effort walking and may be required to walk on uneven and/or slippery surfaces. The position may require to bend, lift and/or carry heavy objects, climb stairs and ladders. Occasional strenuous physical activity may result in muscle fatigue or strain.

ENVIRONMENTAL CONDITIONS:

The Facilities Attendant 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.

SENSORY DEMANDS:

The position requires the individual to be able to walk on the ice surface while pushing nets.

MENTAL DEMANDS:

The Facilities Attendant 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.

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