

TOWN OF CARLETON PLACE

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EMPLOYMENT OPPORTUNITY

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

Summary: Reporting directly to the 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. Additionally, reporting directly to the Parks & Operation Team Lead and the Recreation Team Lead, the Facilities Attendant 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.

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. Vulnerable Sector Criminal Reference Check (valid to 6 months of employment).

This position requires 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. The 2023 pay grid for the position is \$16.88 - \$21.47 per hour.

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

Qualified candidates are invited to submit a detailed cover letter and CV outlining your credentials relevant to the position, using PDF or docx format. Please be advised that the Town reserves the right to post its employment opportunities as open until filled. Resume reviews may begin immediately and continue until the posted position is filled and any position can be filled prior to the closing date. Applications must be received no later than 1:00 p.m., Wednesday, October 18, 2023, quoting "Facilities Attendant" by email hr@carletonplace.ca

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.

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:	Recreation Team Lead
REVISION DATE:	March 2023

POSITION SUMMARY:

Reporting directly to the 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.

Additionally, reporting directly to the Parks & Operation Team Lead and the Recreation Team Lead, the Facilities Attendant 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:

EDUCATIONAL 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 ABILITIES:

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.

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 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 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. 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 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. 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.

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	Community organizations, non-profit organizations, inspectors.