

## TOWN OF CARLETON PLACE - EMPLOYMENT OPPORTUNITY

Carleton Place Recreation and Culture Department is currently accepting resumes for the position of **Facilities Labourer/Operator 2** on a permanent full-time basis.

**Summary:** Reporting directly to the Parks and Recreation Team Lead, the Facilities Labourer/Operator II will provide operational support to the Recreation & Culture Department by assisting with maintenance of municipal facilities, equipment, parks and grounds. The responsibilities include general labour duties as required to clean, maintain, and keep safe municipal recreation facilities and equipment.

### **Qualifications/Experience:**

1. Secondary School Graduation Diploma
2. A minimum of two (2) years' experience working in a recreation environment
3. First Aid and CPR-AED certification an asset
4. Certified through Smart Serve Ontario
5. Must possess & maintain a valid Ontario Class "G" Driver's license with clear driving abstract
6. Vulnerable Sector Criminal Reference Check (valid to 6 months of employment).

This position requires a flexible rotating schedule which includes early mornings, days, evenings, overnight, weekends and statutory holidays. Based on an averaging agreement, the position is scheduled 80 hours bi-weekly.

A detailed job description for this position can be accessed at [www.carletonplace.ca](http://www.carletonplace.ca). The 2023 rate of pay is \$20.11 - \$25.61 per hour with a comprehensive benefit package, 100% employer paid, plus a pension plan with matching employer contribution.

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 the closing date. Applications must be received no later than **1:00 P.M. on Thursday, February 9th, 2023**, quoting "Facilities Labourer/Operator 2" by email at [hr@carletonplace.ca](mailto: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**

<b>DEPARTMENT:</b>	Recreation and Culture Department
<b>DIVISION:</b>	Parks and Facilities
<b>JOB TITLE:</b>	Facilities Labourer/Operator II
<b>EMPLOYEE GROUP:</b>	Non-Union
<b>PAY GRID:</b>	4
<b>SUPERVISOR:</b>	Parks and Recreation Team Lead
<b>REVISION DATE:</b>	June 2020

**POSITION SUMMARY:**

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

**DUTIES AND RESPONSIBILITIES:**

1. Performs maintenance & 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. 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 other maintenance duties.
3. Performs manual labour support for special events, hockey games and tournaments, and public skating events including setup and takedown of halls.
4. Responsible for the safe and efficient operation of facility operations, to protect the safety of facility patrons, and/or protection and maintenance of municipal assets.
5. Completes custodial duties of municipal facilities as required.
6. Performs general maintenance duties in the overall facility such as painting, replacing bulbs, etc.
7. Responds to routine inquiries related to the use of the facility.

8. Provides customer service to all users of the facilities in a positive and professional manner at all times.
9. Operates and maintains janitorial equipment, groundskeeping equipment, trucks, scissor lift, tractor, mowers and other Town owned equipment.
10. Routinely works evenings and weekends.
11. Ensures all security measures, policies, facility procedures and health and safety procedures are followed at all times.
12. Liaises with public users of facilities on a daily basis and provides exceptional customer service by responding to customer concerns and needs in a polite, courteous and efficient manner.
13. Collects money.
14. Ensures programs, rentals and events run as scheduled.
15. Represents the Town as owner of the facility at community functions held at municipal facilities and oversees licence events ensuring conformance to regulations set out by the Alcohol and Gaming Commission of Ontario.

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 Recreation Team Lead.

## **POSITION REQUIREMENTS**

### **EDUCATION REQUIREMENTS:**

1. Secondary School Graduation Diploma.
2. First Aid and CPR-AED certification an asset.
3. Certified through Smart Serve Ontario.

### **EXPERIENCE:**

A minimum of two (2) years' experience working in a recreation environment.

### **SKILLS AND ABILITIES:**

1. Must possess & maintain a valid Ontario Class "G" Driver's license with clear driving abstract.
2. Experience operating groundskeeping equipment, trucks, and tractors.

3. Ability to perform maintenance, janitorial, parks and other facility operational duties.
4. Must be able to work independently and as part of a team.
5. Ability to maintain a professional demeanor at all times when dealing with the public and volunteers.
6. Physically capable to perform general labour and maintenance duties.
7. Must provide a Vulnerable Persons Screening Sector Check
8. 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 Labourer/Operator II will perform regular physical effort walking and may be required to walk on uneven and/or slippery surfaces. The position may be required 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 Labourer/Operator II 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 Labourer/Operator II may occasionally have to manage a number of requests and tasks at one time and to deal with tight deadlines while accommodating unplanned interruptions. Excellent organization and time management skills will be needed to complete the required tasks. The Facilities Labourer/Operator II must be

prepared to deal with a variety of people and occasional stressful situations associated with working with the general public. The employee must be able to exercise judgement when working without direct supervision

**N.B.** Must be able to read and comprehend instructions in regard to cleaning products, equipment operation and comprehending standard operating procedures (SOPs) 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:**

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