



Employment Opportunity – Facilities Operator II

Competition Number: 014-2026

Position: Facilities Operator II

Department: Recreation and Culture

Reports To: Supervisor, Recreation and Culture

Status: Full-time, Temporary (6-Month Coverage)

Pay Band: 4

Wage Scale: \$21.97 – \$27.98 (2026 Wage Grid)

of Vacancies: 1

Position Summary:

The Town of Carleton Place is seeking an experienced and motivated individual to join the Recreation and Culture team as a Facilities Operator II. This position plays a key role in the day-to-day maintenance and safe operation of municipal facilities, parks, and equipment. You'll work hands-on in arenas, community centres, parks, and trails—helping to ensure our spaces remain clean, safe, and functional for residents and visitors.

This is a 6-month temporary, full-time position with the possibility of extension.

Key Responsibilities:

- Perform regular maintenance and janitorial duties in arenas, community centres, parks, and other municipal facilities.
- Support ice surface maintenance, facility cleaning, and seasonal changeovers.
- Assist with event setups and teardowns for community activities such as public skating, tournaments, and special events.
- Operate and maintain equipment including tractors, mowers, scissor lifts, and janitorial machinery.
- Provide friendly and professional customer service to facility users and the public.
- Follow all safety policies, security protocols, and facility procedures.

The above describes the primary duties; however, municipal work is varied, and the employee may be required to perform additional tasks as directed by the Manager, Recreation and Culture.

Qualifications:

- Secondary School Graduation Diploma.
- First Aid/CPR-AED certification (asset).
- Smart Serve Ontario certification.

- Valid Ontario Class “G” driver’s licence with a clean driver’s abstract.
- Minimum two (2) years of experience in a recreation environment.
- Experience operating groundskeeping equipment, trucks, and tractors.
- Ability to work independently, perform a variety of maintenance tasks, and manage multiple responsibilities.

Working Conditions:

- Rotating schedule including early mornings, days, evenings, weekends, overnights, and holidays.
- Physical demands include lifting up to 50 lbs, working in varying weather conditions, and occasional strenuous activity.

Benefits:

- Defined benefit pension plan (OMERS)
- Employee and Family Assistance Program (EFAP)

Why Join Us:

- Be part of a supportive and dynamic team in a fast-growing town.
- Opportunities for professional development and career growth.

Application Deadline:

August 13, 2026, at 12:00 PM

How to Apply:

Please send your resume and cover letter to careers@carletonplace.ca with the competition number **(014-2026)** in the subject line.

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.