



EMPLOYMENT OPPORTUNITY
CENTRE DUFFERIN RECREATION COMPLEX
Invites Applications for:

FACILITY OPERATOR-MAINTENANCE ATTENDANT

Posted: November 10, 2022

Job Category: Part Time/Casual

Wage Range: \$17.75-\$22.20 per hour

Closing: Ongoing

Dependent on experience and qualifications

Work week: 8-20 hours per week

The CDRC Board of Management is seeking a positive, team-oriented individual to fill the position of Facility Operator-Maintenance Attendant. Under the direction of the Facility Maintenance Manager, the successful candidate will be involved in a diverse range of job activities including, but not limited to, facility custodial maintenance, ice maintenance and some repairs. The successful candidate will also be involved in the monitoring of a refrigeration plant, seasonal outdoor pool and completion of log reports as required. The job involves physical requirements. This position is a part-time/casual position with the bulk of the work hours occurring between September and March. The successful candidate must be available to work a flexible schedule including weekends, late evenings, statutory holidays and special events during the summer months in accordance with operational needs. The job requires strong teamwork and communication skills to work well with other staff and the public. A background in recreation would be an asset.

Duties & Responsibilities:

- Clean and maintain all the facility and grounds. Clean building floors by sweeping, mopping and scrubbing. Gather and empty trash. Service, clean and supply washrooms. Clean windows, walls and equipment. Remove snow from all entrances and sidewalks using snow shovels and spread snow melting chemicals.
- Repair, maintain & monitor equipment and mechanical systems. Make adjustments and minor repairs to heating, cooling, ventilating, plumbing and electrical systems.
- Set-up rental rooms for bookings and assist patrons with their requirements
- Monitor facility rentals & inspect all rooms, including dressing rooms, before & after each rental reporting any damage or misuse to Facility Manager (log reports)
- Assist skilled tradespersons when they are on the grounds/site with their required needs
- Load & unload trucks with deliveries of supplies
- Collect tickets & fees in prescribed manner
- Respond to inquiries & complaints from patrons & report to Facility Manager
- Direct part-time and youth staff in the Facility Maintenance Manager's absence
- Assist in set-up & tear down of special events
- Monitor ice plant & maintain ice surface regularly. Operate ice re-surfacer.

- Monitor building security and safety by performing such tasks as locking doors after operating hours and checking areas of use to ensure that hazards are not created.
- Other duties as assigned

Skills & Abilities:

- Develop and maintain a working knowledge of standard methods, materials, tools & equipment used in ice resurfacing and building maintenance
- Develop and maintain a working knowledge of safety precautions and hazards involved with the work assigned
- Provide strong customer service, communication and team working skills both verbally & written with patrons, supervisor & colleagues
- Demonstrate the ability to work independently and/or in a group
- Successful completion of Grade 12 High School diploma or higher
- Minimum 2 years of experience in facility operations & maintenance or equivalent
- First Aid training (current)
- Competent computer skills in Microsoft applications
- On the job training is provided
- Propane CH-02 an asset
- Knowledge of applicable Health and Safety Policies and Procedures/WHMIS an asset
- Working at Heights, Fall Protection and Confined Space training an asset.
- A valid 'G' Level driver's license
- Successful candidate will be required to complete a background check, including but not limited to a Vulnerable Sector Check in accordance with the duties of this position

Qualified candidates are invited to submit their resumes, in confidence, to Marty Lamers, Facility Maintenance Manager. Resumes may be submitted online or in person to the Centre Dufferin Recreation Complex located at 200 Fiddle Park Lane, Shelburne. Email: mlamers@shelburne.ca. Please note position applying for on the subject line.

The Centre Dufferin Recreation Complex promotes the principles of diversity and inclusion and adheres to the tenets of the Canadian Human Rights Act and the Ontario Human Rights Code. The CDRC encourages applications from women, aboriginal peoples and persons of all races, ethnic origins, religions, abilities, sexual orientations, and gender identities and expressions. The CDRC will provide accommodation during all parts of the hiring process, upon request, to applicants with disabilities. If contacted to proceed to the selection process, please advise us if you require any accommodation. Personal information is being collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act and will be used only for candidate selection.

We thank all those applicants who apply and advise that acknowledgement will only be forwarded to those applicants who are invited for an interview.