

**EMPLOYMENT OPPORTUNITY**  
**CENTRE DUFFERIN RECREATION COMPLEX**  
Invites Applications for:

**FACILITY MAINTENANCE OPERATOR – SUMMER STUDENT**

**Posted:** Monday May 4, 2026

**Closing:** Friday May 15, 2026

**Job Category:** Part Time/Casual

**Wage Range:** \$17.84-\$22.30 per hour

Dependent on experience and qualifications

**Work week:** 35-40 hours per week

The CDRC Board of Management is seeking a positive, team-oriented individual to fill the position of Facility Maintenance Operator – Summer Student. 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, arena and pool maintenance and facility repairs. The successful candidate may also be involved in the monitoring of a seasonal outdoor pool and completion of log reports as required. The job involves physical requirements.

The successful candidate must be available to work a flexible schedule including early mornings, weekends, late evenings, statutory holidays, and special events 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 and Responsibilities (including but not limited to):**

- Responsible for operations, maintenance and janitorial duties for the facility and grounds, providing a high quality of service to customers. Completion daily cleaning checklists, pool chemical checks etc.
- Carry out minor maintenance and report work as required and provide by the Facility Maintenance Manger including painting.
- Set up rental rooms for bookings or CDRC programs. Assist in setting up and tear down for special events.
- Ensure all work is conducted in compliance with policies, procedures, safety practices and health and safety policies.
- Monitor facility rentals and inspect all rooms before and after each use. Report any damages or misuse to the Facility Maintenance Manager.
- Assist tradespersons when they are on the grounds/site with their required needs.
- Help with delivery of supplies and organization of items in appropriate locations
- Respond to inquiries and complaints from patrons and report to Facility Maintenance Manager.
- Monitor building security and safety by performing such tasks as locking doors after operating hours and checking areas of use to ensure there are no hazards.
- Other duties as assigned.

## **Qualifications and Experience**

- Develop and maintain a working knowledge of standard methods, materials, tools, and equipment for building maintenance and programs.
- 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 and written with patrons, supervisor, and colleagues.
- Demonstrate the ability to work independently and/or in a group.
- Experience working in a recreational facility, working with chemicals and cleaning products and performing general maintenance and janitorial services considered an asset.
- Must be registered full time post-secondary student returning or returning to school on a full-time basis in the next academic year.
- Experience with facility operations considered an asset.
- Standard First Aid CPR-C/AED Certification (completed prior to the start date)
- Competent computer skills in Microsoft applications
- On the job training programs
- Knowledge of applicable Health and Safety Policies and Procedures/WHMIS
- Provide a current/satisfactory Criminal Record Check with Vulnerable Sector

Eligible candidates are invited to submit their resumes to Josh Oatman, Facility Maintenance Manager, by email or in person addressed to:

### **Josh Oatman – Facility Maintenance Manager**

Centre Dufferin Recreation Complex  
200 Fiddle Park Lane, Shelburne ON L9V 3C9  
(519)-925-2400  
[cdrc@shelburne.ca](mailto:cdrc@shelburne.ca)

**Please note the position you are applying for in the subject line. We thank all those applicants who apply and advise that only those selected for an interview will be contacted.**

The Centre Dufferin Recreation Complex has made a commitment to diversity, equity, inclusion and belonging and are at the beginning of this journey. We recognize the value of diverse perspectives and lived experiences, and the importance of creating an environment that embraces and supports these. We are committed to creating and fostering a workplace where all employees, regardless of race, colour, ancestry, creed (religion), place of origin, ethnic origin, citizenship, sex (including pregnancy), gender identity and expression, sexual orientation, age, marital status, family status, and disability feel a sense of dignity and belonging. As such, we seek to attract, develop, and retain highly talented employees with a variety of identities and backgrounds, in order to better reflect the growing diversity of the Centre Dufferin Recreation Complex.