



EMPLOYMENT OPPORTUNITY
CENTRE DUFFERIN RECREATION COMPLEX
Invites Applications for:

FACILITY MAINTENANCE OPERATOR

Posted: Monday May 4, 2026
Closing: Open until filled

Job Category: Part Time/Casual
Wage Range: \$19.69-\$24.62 per hour
Dependent on experience and qualifications
Work week: 8 to 25 hours per week

The CDRC Board of Management is seeking a positive, team-oriented individual to fill the position of Facility Maintenance Operator 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. This position is a **part-time/casual** position depending on programming and events. The successful candidate must be available to work a flexible schedule including early mornings, 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 and Responsibilities:

- As directed by the Facilities Maintenance Manager, whether the building is occupied or not. Maintain facilities to ensure clean, safe, and sanitary spaces for day-to-day operation by cleaning and disinfecting change rooms, dressing rooms, meeting rooms, banquet hall, washrooms, window cleaning, and grounds.
- Repair, maintain, monitor, and report equipment, and mechanical systems. Adjustments and minor repairs to heating, cooling, ventilating, plumbing and electrical systems as directed.
- Set-up rental rooms for bookings and assist patrons with their requirements.
- Monitor facility rentals and inspect all rooms, including dressing rooms, before and after each rental reporting any damage or misuse to Facility Maintenance Manager.
- Assist tradespersons when they are on the grounds/site with their required needs.
- Help with deliveries of supplies.
- Collect tickets and fees in prescribed manner.
- Respond to inquiries and complaints from patrons and report to facility manager.
- Direct youth staff in the facility as directed by the maintenance manager.
- Assist in set-up and tear down of special events.
- Monitor program equipment.

- 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.

Skills and Abilities:

- 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.

Minimum Qualifications

- Successful completion of Grade 12 High School diploma or higher
- Two years of experience in facility operations and or equivalent
- Standard First Aid CPR-C/AED Training – Must be completed prior to position start date
- Competent computer skills in Microsoft applications
- Knowledge of applicable Health and Safety Policies and Procedures/WHMIS
- A valid Ontario Driver's License Class G
- Satisfactory Criminal Record Check which may include a Vulnerable Sector Screening

Preferred Qualifications

- Working at Heights, Fall Protection and Confined Space training.
- Propane CH-02 training

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

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.

Centre Dufferin Recreation Complex, 200 Fiddle Park Lane, Shelburne, ON L9V 3C9
 Phone: (519) 925-2400