



EMPLOYMENT OPPORTUNITY
CENTRE DUFFERIN RECREATION COMPLEX
Invites Applications for:

FACILITY OPERATOR-MAINTENANCE ATTENDANT

Posted: January 13, 2026

Job Category: Part Time/Casual

Closing: Open until filled

Wage Range: \$19.30-\$24.14 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 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, 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, 6 am, 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.

Assets

- Successful completion of Grade 12 High School diploma or higher
- 2 years of experience in facility operations and or equivalent
- First Aid training (current)
- Competent computer skills in Microsoft applications
- On the job training programs
- Propane CH-02 training
- Knowledge of applicable Health and Safety Policies and Procedures/WHMIS
- Working at Heights, Fall Protection and Confined Space training.
- A valid 'G' Level driver's license
- Successful candidates will require a background check, which may include a Vulnerable Sector Check in accordance with the duties of this position.

Qualified candidates please submit their resumes, in confidence, to Kim Fraser, the Facility Administration Manager. Resumes may be submitted online or in person to the Centre Dufferin Recreation Complex located at 200 Fiddle Park Lane, Shelburne.

Email: cdrc@shelburne.ca. Please note position applying for on the subject line.

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.

All applicants are thanked for their interest. Only those selected for an interview will receive a response. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.

Centre Dufferin Recreation Complex, 200 Fiddle Park Lane, Shelburne, ON L9V 3C9.

Phone: (519) 925-2400

www.shelburne.ca