



THE CORPORATION OF THE TOWNSHIP OF CENTRE WELLINGTON

LABOURER - PARKS AND RECREATION FACILITIES PERMANENT, FULL TIME (40 HOURS PER WEEK)

The Township of Centre Wellington is a thriving and growing community of 31,000 residents with diverse urban and rural settings. Its close proximity to Guelph and Kitchener-Waterloo, diverse economy, active arts community and renowned natural features are among its many lifestyle advantages.

Working within various Township Departments, the Labourer performs a variety of unskilled and semi-skilled tasks as required for operational maintenance, building and equipment repair, custodial care, and building security. Working both inside and outside, the Labourer position is responsible for performing general maintenance and custodial duties at outdoor sports fields, cemeteries, parks, boulevards and trails, sanitary and storm sewer collection systems, potable water distribution and supply systems, streets and sidewalks, recreational facilities, and other Township owned buildings/structures. Ability to work varied shifts including weekends and evenings is required.

ILLUSTRATION OF SCOPE OF POSITION

Duties include but not limited to:

Performs cleaning and minor maintenance duties as assigned at various municipal locations and sites including:

- Dusts furniture and fixtures, washes and cleans doors and windows, dust-mops, collects and disposes of refuse, including litter from grounds
- Strips, washes and waxes floors
- Operates vacuum and polishing machines and automatic floor scrubbers
- Cleans lighting fixtures and changes lights, ceiling panels, globe covers and performs minor repairs
- Cleans change rooms, washrooms, sinks, toilets and floors and replenishes supplies as required in various Township owned buildings and structures including outdoor washrooms located throughout the municipality

The maintenance and minor capital construction of Township owned or operated facilities, buildings and structures such as:

- Opening and securing public facilities as required
- Custodial/janitorial duties including removing litter from grounds

Regular departmental inspections of buildings and facilities including inspections for public safety and removal of obstacles and hazards

- Pool maintenance, sanitation, and janitorial duties
- General building maintenance and repairs
- Notifies supervisor of needed repairs to rooms and fixtures, including lighting and plumbing
- Opening and securing public facilities as required, assists with maintaining order in the behavior of users and by patrolling the facility/area to prevent theft and vandalism
- Sets up tables, chairs and other items as required by the user contract specifications
- Snow and ice removal
- Regular departmental inspections of buildings and facilities including inspections for public safety and removal of obstacles and hazards
- Unloading, loading and moving of supplies

Parks

- Support the Parks section with maintenance and duties as required
- Support the Forestry section with maintenance, such as brush cleanup and pruning
- Operate watering equipment, weed trimmers, small hand tools in turf, garden, and green space maintenance
- Maintain Township's shrub borders, floral displays, trees, and natural woodlots
- Perform watering duties including but not limited to planters and hanging baskets

- Support the Horticulturist with monitoring and maintenance of horticultural displays and flower beds

MINIMUM QUALIFICATIONS & REQUIREMENTS:

- Secondary School Diploma or equivalent
- Minimum G2 driver's license and a clean drivers abstract
- Must hold or be willing to obtain a current Emergency First Aid, and CPR & AED certification
- Prior experience in general labour, road construction, warehouse, or manufacturing
- Prior experience in janitorial, grounds maintenance or building construction
- Experience and knowledge of hand, power tools, hydraulic tools
- Experience with painting, basic plumbing and electrical work
- Experience with landscaping equipment, tools, techniques
- Experience with driving pick up trucks, trailers and towing
- Experience working in a Municipal setting is an asset
- Experience working independently and in a team environment
- The successful candidate must be able to pass and maintain a clear Police Vulnerable Sector Check
- Some knowledge of equipment, facilities, materials, methods and procedures used in maintenance, construction and repair activities
- Working knowledge of the policies and regulations governing the use of municipal facilities and equipment
- Skill in operation of the listed tools and equipment
- Sufficient physical strength and stamina to perform the required duties, including ability to occasionally lift and/or move up to 25 kg
- Ability to work safely with working knowledge of relevant safe work practices as required for assigned tasks, demonstrated hazard awareness
- Ability to execute tasks efficiently, resolve issues with good judgement, report back on issues and outcomes
- Ability to demonstrate exceptional communication and customer services skills as necessary to establish and maintain effective working relationships with supervisors, co-workers, and the public
- Ability to understand and carry out written and oral instructions
- Competent in all Microsoft applications and general computer skills, including record keeping on mobile devices

Annual Salary: \$22.24 per hour (2025 Rate)

How to Apply: Interested applicants are invited to submit their cover letter and resume combined in one document in MS Word or PDF format by email to careers@centrewellington.ca by **March 26, 2025, at 11:59 p.m.** Please quote job posting '2025-23' in the subject line.

To learn more about the Centre Wellington community and the requirements for this position, please visit the Township's web site at www.centrewellington.ca and search the Job Opportunities link. Please submit your cover letter and resume in one document in .PDF format and indicate the position title in the subject line of email. The successful candidate will be required to provide proof of current and valid certificate(s) and/or educational qualifications. We thank all those that apply; however only those candidates selected for an interview will be contacted. **No phone calls please.**

Information gathered relative to this position is done so in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will only be used for candidate selection. Accessibility accommodations are available for all parts of the recruitment process. Applicants must make their needs known in advance.