



THE CORPORATION OF THE TOWNSHIP OF CENTRE WELLINGTON

FACILITY ATTENDANT 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.

Under the direction of the Manager of Recreation Facilities and/or the Facility Coordinator, performs general maintenance, custodial duties and program requirements as assigned within Community Services facilities or other assigned municipal facilities. Facilities may include arenas, pools and spa, community halls, skateboard parks, Park Washrooms, Elora ball diamonds, and other facilities associated with Community Services and/or within the Township.

ILLUSTRATION OF SCOPE OF POSITION

Duties include but not limited to:

- Perform general care taking duties in the overall facility such as cleaning floors, wet mopping, operating power cleaning equipment, cleaning glass, collection and disposing of garbage both inside and outside the facility, setting up and taking down equipment, and cleaning and clearing the building entrance ways and emergency exits of snow and ice as required.
- Maintain washrooms, change/dressing rooms and associated areas daily in a sanitary condition including cleaning, disinfecting, removing garbage and replenishing supplies of toilet paper, soap, etc.
- Responsible for the detailed cleaning which consists of stripping and waxing all the floors within the facility.
- Oversees, monitors and works with Facility Assistants.
- Operate small tools/equipment, tractor and the ice resurfacers in a safe and appropriate manner.
- Perform duties associated with the safe operations and maintenance practices of the refrigeration plant and associated equipment. This includes legislated compressor checks.
- Maintain appropriate work records including incidents and accidents reports, time sheets and other documentation and sign off as required.
- Perform general labour, maintenance and repair activities at all Community Services facilities and grounds including but not limited to baseball diamond and skateboard parks.
- Perform general maintenance duties in the overall facility such as painting, replacing light bulbs and making minor carpentry and plumbing repairs.
- Ensure all work performed in accordance with the *Occupational Health and Safety Act*.
- Will notify Manager of Recreation Facilities and/or Facility Coordinator to correct HVAC, refrigeration, electrical and plumbing concerns.
- Perform ice maintenance.
- Perform pool/spa maintenance duties such as vacuuming and back washing the pool, washing the deck, monitoring and recording conditions of pool water chemistry as required.
- Perform duties related to the set up and take down of special events.
- Perform other related duties as directed by the Manager of Recreation Facilities and/or Facility Coordinator.
- To ensure that all facilities and equipment are safe, ready for use, maintained in good repair, efficiently and effectively operated for the convenience and enjoyment of patrons and the public.
- Ensures quality customer service in all aspects of facilities operations consistent with department and corporate standards.

- Understand the standards of performance that are expected. Takes and/or recommends appropriate action to respond to facility performance issues.
- Ensure that facility users act in an orderly fashion, reporting problems to the Facility Coordinator; respond to routine inquiries related to the use of the facility.
- Makes quick changes, when required, in shift and assignment schedules to accommodate the booking of programs and events.
- Ensures the facility user and rental schedules are adhered to and operate on time.

MINIMUM QUALIFICATIONS & REQUIREMENTS:

- High school diploma or equivalent
- Minimum of two (2) years' experience in facility operations or equivalent experience
- Possess or be willing to obtain the following certifications within 12 months:
 - Basic Refrigeration Certificate
 - Pool Chemical and Maintenance Certificate
 - Lift Operator Certification
- Good physical condition and able to perform heavy manual labour
- Must be able to work independently and accomplish tasks and assignments
- Good written and verbal communication skills
- Ability to deal effectively with co-workers and the public
- Ability to work alone and must be a team player
- Time management skills
- Leadership abilities
- Must possess a valid Class 'G' Driver's License and maintain a clean driver's abstract
- Current First Aid/CPR with AED certification and maintain this throughout their employment
- Current Working at Heights Certification
- Must be able to work early mornings, days, evenings and night shifts including weekdays, weekends and holidays. Overtime work is expected and required and would be recognized in the accordance with the Township's Employee Memorandum of Agreement

Annual Salary: \$29.99 - \$32.76 per hour (2025 salary range)

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 23, 2025, at 11:59 p.m.** Please quote job posting '2025-25' 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.