



*The TOWNSHIP of*  
**NORTH DUMFRIES**

**THE CORPORATION OF THE TOWNSHIP OF NORTH DUMFRIES**  
**Job Posting**

<b>Position:</b>	Recreation Maintenance Staff (Unionized Position)
<b>Status:</b>	Part-Time – September 2022 until May 2023
<b>Reports to:</b>	Facility Supervisor
<b>Department:</b>	Community Services
<b>Location:</b>	Various

**Job Summary:**

Applications are being accepted for the part-time position of Recreation Maintenance Staff within the Community Services Department. Reporting to the Facility Supervisor, the successful candidate will assist the Facility Supervisor in daily operations of the facilities. The Maintenance Staff will perform duties in accordance with the standard operating procedures, departmental and corporate policies, and focus on quality customer service and continuous improvement processes.

**Duties:**

- Janitorial and maintenance duties inside and outside of facilities
- Responsible for working with hand tools and maintenance/janitorial supplies as directed
- Moving/Pegging nets and minor ice maintenance
- Minor building maintenance duties (i.e. painting, glass cleaning, etc.)
- Public skate patrolling
- Ensures that parks and facilities are maintained in a safe, clean and attractive condition
- Assists with Special Event and Program set ups
- Ensures that Occupational Health and Safety practices, policies and procedures are strictly followed
- Ensures that fire prevention practices and regulations are adhered to staff and patrons
- Other duties as reasonably assigned

**Minimum Qualifications:**

- Successfully completed Grade 10
- Comfortable on the ice
- Familiar with hand tools, floor scrubbers and other janitorial tools
- Good safe work practices
- Effective communication skills, customer service skills and have a positive attitude with the ability to work with minimal supervision.

- Proficient time management skills and flexibility in adjusting between a variety of duties
- Standard First Aid, CPR, AED and W.H.M.I.S. training (or willing to obtain)
- Acceptable Police Records Check including: Vulnerable Sector Screening

***Preferred Qualifications (any of the following):***

- Prior experience working in a maintenance position that includes janitorial duties
- Demonstrated knowledge of Arena

***Hourly Rate:*** \$14.55 per hour, or as per CUPE requirements

***Hours per Week:*** up to 24 hours per week – the hours are scheduled in advance and including evenings, weekends and holidays

Please forward your detailed resume in confidence by **3:00 p.m. Friday August 12, 2022**

**Brook Johnstone, Parks & Facilities Supervisor**

The Township of North Dumfries  
2958 Greenfield Road, P.O. Box 1060 Ayr Ontario N0B 1E0  
Phone: 519-632-8800 ext. 105  
E-mail: [bjohnstone@northdumfries.ca](mailto:bjohnstone@northdumfries.ca)

***Date of Posting:*** Monday July 11, 2022

***Closing of Posting:*** Ongoing Recruitment

***Potential Position Start Date:*** September 2022