



The TOWNSHIP of **NORTH DUMFRIES**

THE CORPORATION OF THE TOWNSHIP OF NORTH DUMFRIES Job Posting

Position: Recreation Maintenance Staff (Unionized Position)
Status: Part-Time – August 2025 until May 2026
Reports to: Facility Supervisor
Department: Community Services
Location: 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 setups
- 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)

Preferred Qualifications (any of the following):

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

Hourly Rate: \$16.65 – \$17.65, 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. Wednesday, August 27, 2025**

Brook Johnstone, Parks & Facilities Supervisor

The Township of North Dumfries, North Dumfries Community Complex

2958 Greenfield Road, Ayr Ontario N0B 1E0

Phone: 519-632-8800 ext. 105

E-mail: bjohnstone@northdumfries.ca

Date of Posting: Friday August 15, 2025

Closing of Posting: Ongoing Recruitment

Potential Position Start Date: August 2025