

**Facility Maintenance – Part Time Positions**  
**Multiple Locations**  
**POSTING No. 201912**

Come join our team! We are looking for candidates that share our corporate values of Honesty, Excellence, Team, Fun, Creativity and Respect. These values are second nature for the successful candidates and are demonstrated in their work and interactions with colleagues and the community.

Under the supervision of the Facility Supervisor, this position serves to assist and support the efforts of facility staff with the daily operation of the assigned facilities. This individual must work to ensure the highest standard of care for the cleaning, maintenance and monitoring of the assigned facility. The public nature of this position requires strong customer service skills to support the public in the use of the Facility. As an integral part of this position, facility maintenance staff will support program staff and facility users in their efforts to provide high quality recreation programs and events in a clean, safe and organized environment.

**Accountabilities:**

- Maintain an awareness of all scheduled activities and ensure appropriate spaces are in a clean, safe and welcoming condition prior to all program start times
- Be knowledgeable about the features of assigned facilities and be able to assist the public or direct them to appropriate staff for further information as required
- Perform cleaning functions and building maintenance as defined and scheduled
- Responsible use and care of all resources (including supplies – chemicals and cleaning materials and equipment)
- Provide a safe environment for the public and staff while performing maintenance duties by maintaining health and safety practices and procedures
- Ensure appropriate maintenance supports are in place for programs and events
- Work effectively to support the general public, contract services and other municipal staff in their use of the facility
- Handle contentious issues in a professional manner as needed
- Monitor and watch building activities and report any incidents/infractions
- Shovel snow and to keep all exit doors, walkways cleared and salted as required
- Must complete and file all daily maintenance related records and log books as assigned
- Cover other part time staff at other facilities when required
- Perform job related duties

**You possess:**

- Secondary School Diploma or equivalent
- Previous experience in performing building cleaning, house-keeping and maintenance
- Proven high level of customer service skills; ability to work in cooperation with others
- Skills in carpentry and plumbing and have basic experience with mechanical and electrical equipment and systems

- Ability to work with minimal supervision
- Ability to perform all physical requirements for facility maintenance activities
- Knowledge of the Occupational Health and Safety Act
- First Aid/CPR and Smart Serve Certification preferred
- Valid Ontario Driver's License (Class G) and access to personal vehicle for Town business – mileage provided

**Compensation:** The rate for this position is \$18.18- \$21.64 per hour. This is a part-time position to a maximum of 24 hours per week as needed. The successful candidate must be willing and able to work evening and weekend hours and holidays as required.

**Application:** Qualified candidates may submit a detailed cover letter and resume in confidence to the Town by 4:30 p.m., March 29, 2019. Please quote Posting No. 201912 on your cover letter. Please apply using only **one** method of application below.

**Email:** [humanresources@haltonhills.ca](mailto:humanresources@haltonhills.ca) (preferred)

**Mail:**

Attn: Human Resources  
Town of Halton Hills  
1 Halton Hills Drive  
Halton Hills, ON L7G 5G2  
Posting No. 201912

We thank all those who apply, but advise that only those applicants selected for an interview will be contacted. The Town of Halton Hills is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. If contacted for an interview, please advise the Human Resources staff of any measures you feel you need to enable you to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.

Personal information is collected under the authority of the Municipal Act, 2001 (S.O. 2001, c.25) and will be used to select a candidate. Questions about this collection should be directed to the Manager of Human Resources.

**1 Halton Hills Drive, Halton Hills, Ontario L7G 5G2**

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905-873-2601 | 1-877-712-2205 | 905-873-2347 (fax) | [haltonhills.ca](http://haltonhills.ca)