

**Facility Maintenance 1 – Part Time
Multiple Positions Available
POSTING No. 201743**

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, or Facility Maintenance Coordinator and/or Caretakers, this position is responsible for ensuring the highest standard of care for the cleaning, maintenance, set-up and tear-down of assigned facilities.

Locations: Acton Arena and Community Centre, Acton Ontario
Halton Hills Library and Cultural Centre, Georgetown Ontario

Accountabilities:

- The delivery of services including the safe and efficient operation of the facilities, grounds and equipment
- Inspecting and monitoring the facility and grounds and maintaining related records and log books
- Performing general caretaking and maintenance functions
- Set up, take-down and clean-up of facility for permitted functions/activities
- Performing all job functions in a safe manner with regard to the guidelines and regulations outlined in the Occupational Health & Safety Act
- Performing janitorial duties in the facilities as required
- Providing assistance to facility users as required
- Providing the highest standard of customer service for internal and external customers of the Town, in compliance with the Town standards
- Ensuring a safe environment for public and staff by following prescribed procedures
- Other job related duties as assigned

You possess:

- Exceptional customer service skills, tact and initiative
- Ability to perform all physical requirements for facility operations activities; including lifting up to 20 kg
- Good communication skills, including written, verbal and listening
- Ability to work with minimal supervision
- Willingness to work shifts and weekends
- Previous experience in Facility/Community Centre operations preferred
- Previous experience Cleaning/Maintenance preferred
- High School Diploma preferred
- A valid Ontario Driver's Licence (Class G) is preferred
- Current First Aid and CPR, or be willing to obtain

Compensation:

The hourly range for this part time position is \$14.70-\$16.00 per hour.

Hours:

Acton Arena Hours: shifts may be scheduled between the hours 6:00 am and 2:00 pm

Halton Hills Library and Cultural Centre – shifts may be scheduled between the hours of 7:00 am and 11:00 pm.

Qualified candidates may submit a detailed cover letter and resume in confidence to the Town by 4:30 p.m., September 27, 2017. Please quote Posting No. 201743 on your cover letter. Please apply using only **one** method of application below.

Mail:

Attn: Human Resources
Town of Halton Hills
1 Halton Hills Drive
Halton Hills, ON L7G 5G2
Posting No. 201743

Email: humanresources@haltonhills.ca (preferred)

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

905-873-2601 | 1-877-712-2205 | 905-873-2347 (fax) | haltonhills.ca