



Manager of Human Resources
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Tillsonburg, Ontario N4G 5A7
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CORPORATION OF THE TOWN OF TILLSONBURG

INTERNAL/EXTERNAL JOB POSTING

POSITION: Facility Attendant

DEPARTMENT: Parks & Facilities

LOCATION: 45 Hardy Ave, Tillsonburg

STATUS: Part Time (up to 20 hours per week)

GRADE: 3 (\$14.84 to \$17.35)

REPORTS TO: Chief Operator

POSTING #: HR 38.19

POSTING PERIOD: August 28 to September 11, 2019

NOTE: Interested applicants are invited to submit their resumes in confidence to the HR Manager by 4:30pm on the last day of the posting. All applications must include the posting number.

We thank all applicants for their interest in this position, however, only those to be interviewed will be contacted.

The Town of Tillsonburg is an equal opportunity employer and all information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of job selection.

The Town of Tillsonburg will attempt to provide reasonable accommodation for a known disability for an applicant or employee if requested.

GENERAL STATEMENT OF DUTIES:

Assist with the day to day operation of the facility to ensure that the facility is clean, rooms set ups are complete, user needs are met and the facility is operated in a safe manner

QUALIFICATIONS:

- Minimum grade 10 or equivalent
- Previous similar experience in construction, facility maintenance or operations
- First Aid/ CPR
- WHMIS training
- Good people skills, ability to work as a team member to handle the public consistently and in a pleasant manner
- Ability to work various shifts including days, evenings and weekends

POSITION RESPONSIBILITIES:

- At the direction of the Chief Operator or designate, perform building maintenance tasks at any Town facility or park including internal and/or external minor carpentry, plumbing, masonry or electrical repairs, painting, or landscaping.
- Working with the Facility Operator or designate to provide safe, clean and well run facilities
- Assisting with ice resurfacing responsibilities by moving the hockey goals, shoveling and clearing snow and ice following ice resurfacing. Completing small ice repairs as required. Filling ice resurfer with water and ensuring machine tires are clean for each flood.
- Assisting with Pool operations by helping with vacuuming
- Setting up rooms for meeting and socials following the set up sheets as provided by staff. Meeting hall rentals needs by adjusting the set ups as required, providing additional furniture, setting up public address equipment, checking spaces for proper cleanliness and temperature. Responding to hall user needs by responding to call box requests for assistance. Checking in on rental functions periodically to ensure everything is fine and their needs are met.
- Checking and cleaning dressing rooms and other Arena areas on a regular basis to ensure a clean appearance and user satisfaction. Reporting any areas that are damaged or any other areas of concern.
- Ensuring proper safety and security of all users and guests by monitoring activities of facility patrons and enforcing all facility rules and codes of conduct.
- Ensure all exterior areas of the facility are free of ice and snow and operating snow removal equipment to ensure same.
- Following all established workplace policies and procedures as well as all provincial and federal health and safety regulations and laws.
- Ability to lift heavy objects weighing 50-60 pounds.
- All other duties as assigned.