



**Facility Operator  
Community Services Department**

**Position Summary**

The Town of Milton is currently accepting applications for five (5) full-time Facility Operator positions at various facilities. Reporting to the Supervisor, Facility Maintenance, this position is responsible for providing day to day maintenance and repairs at an assigned multi-use facility and ensure that the building is safely operated. This position provides effective customer service, program facilitation and maintains scheduling requirements to provide direct service delivery to the public. The successful candidate must be able to work variable hours including evenings, weekends and shift work.

**Major Job Responsibilities**

- Performs mechanical and technical maintenance of pools/arenas (if applicable), and performs facility maintenance, repairs and cleaning duties within the facility and some outdoor areas
- Provides customer service and assists in program facilitation to ensure effective service delivery to the public
- Provides clean-up and conversions of meeting rooms/gymnasiums based on facility programming requirements
- Organizes, maintains and cleans all mechanical, janitorial and storage rooms
- Maintains ongoing communication with program, event and customer service staff to maintain a high level of efficiency
- Provides support to special events, theatre shows, sporting events, large indoor and outdoor gatherings
- Provides coaching, training and support to part-time staff, ensuring policies and procedures are communicated and quality standard are maintained
- Performs administrative duties related to pools/arenas (if applicable), service logs and other record keeping requirements
- Performs daily/monthly preventative maintenance on various types of equipment; includes making minor repairs or adjustments as required; completes monthly inspections and testing on emergency equipment
- Responsible for the safe and efficient operation of facility systems; includes decision making in emergency situations to ensure the safety of facility occupants
- Works with various contractors and building services to ensure efficient building operation
- Opens and closes facility as scheduled; provides facility security & back-up support to a variety of facilities
- Performs other duties as may be assigned in accordance with department objectives

**Education and Experience**

- Secondary School diploma required
- Post-secondary diploma in Recreation or Facility Management is an asset
- Minimum two (2) years maintenance experience working in a municipal facility, arena, pool and/or recreation centre
- Knowledge of pool water chemistry, pool filtration, ice refrigeration and facility operations including, HVAC systems, BAS programs and a variety of trade specific skills
- Strong mechanical aptitude to troubleshoot and operate relevant equipment in a safe manner
- Strong organizational, interpersonal, customer service and communication skills

- Ability to work well in a team environment and independently as required
- Working level understanding of legislation/regulations related to building systems and safety
- Ability to handle sensitive situations with innovative thinking, strong problem solving, negotiation and dispute resolution skills and mature judgment
- Current First Aid and CPR certification (or willingness to obtain) required
- Class “A” Pool Operators Certificate and Basic Refrigeration
- Working at Heights, Safe Operation of Aerial Work Platforms and Fork Lift Certification is an asset
- Able to perform all activities including but not limited to: lifting over 40 lbs, climbing, working above ground level on ladders and on upright lifts
- Satisfactory Criminal Record Check and Vulnerable Sector Screening
- An Ontario Driver’s License with a driving record that demonstrates responsible and safe driving habits

**Salary Range:** \$59,896 - \$74,870 (based on a 40-hour work week)

Interested applicants should apply online at [www.milton.ca](http://www.milton.ca) under the Employment Opportunities section. The job posting closes at **12:00 am on March 10, 2024**. Interested applicants, please ensure to apply by **11:59 pm on March 9, 2024**.

In accordance with the Freedom of Information and Privacy legislation, applicant information is collected under the authority of the Municipal Act and will be used strictly for candidate selection.