



**POSITION TITLE: FACILITIES MAINTENANCE ATTENDANT**

**DEPARTMENT: COMMUNITY & CUSTOMER SERVICE**

**REPORTS TO: ASSISTANT SUPERVISOR FACILITIES**

**CATEGORY: TEMPORARY, FULL-TIME, CUPE**

**UPDATED: FEBRUARY 2023**

**HOURS OF WORK: 40 HOURS/WEEK**

**ANTICIPATED END DATE: JANUARY 2025**

**RATE OF PAY: \$30.64/HOUR**

**CLOSING DATE: SUNDAY, MARCH 31, 2024**

**HOW TO APPLY: LOYALIST TOWNSHIP'S WEBSITE [CAREERS PAGE](#)**

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**POSITION SUMMARY:**

The Facility Maintenance Attendant is integral to ensuring Loyalist Township provides a safe and welcoming environment for staff and the public and contributes to the achievement of our Strategic Plan. The position is responsible for executing building maintenance and operations tasks that ensure fully operational facilities and is responsible for maintaining buildings and associated equipment in operable and safe condition, minimizing operating costs, maximizing performance, and extending the life of Township assets. Responsible for the performance of preventative and corrective maintenance services in a complex environment, using good industry practices and in compliance with all applicable codes and regulations at Loyalist Township facilities. Facilities include but not limited to a Recreation Center (with pool and arena), libraries, community halls, parks, sports fields, administrative buildings, garages, and historic buildings.

**MINIMUM QUALIFICATIONS:**

- Secondary school diploma (Grade 12).
- Minimum two years of applicable building maintenance experience, preferably in a municipal environment (Similar industrial, commercial building maintenance experience will be considered).

- Valid Ontario driver's license and satisfactory driver's abstract required and must be maintained; DZ license and snow clearing experience considered an asset.
- Ability to use portable electronic devices and computers to process work orders and service requests within a computerized maintenance management system (CMMS) and to send and respond to email in MS Office is required.
- Familiarity and hands on experience with most aspects of building operations including but not limited to building envelope, HVAC, mechanical, plumbing, life safety, operating systems and equipment is required.
- Operations of small drinking water systems considered an asset.
- Certification in specialized skills such as. welding, gas fitting, electrical and plumbing, considered an asset.
- Experience with arena and pool operations is considered an asset.
- Certified Pool Operator (CPO) considered an asset.
- Able to perform the essential duties of the job such as snow shoveling, moving, and lifting loads of 50 lbs., operating hand and power tools and other equipment necessary to complete assigned tasks is required.
- Occasional after hours, on call, and weekend availability is required.

#### **SKILLS:**

- a) Technical knowledge and skills with all aspects of building operations including but not limited to building envelope, HVAC, mechanical, plumbing, life safety, operating systems, and equipment.
- b) Sound understanding of mechanical and electrical systems in large facilities.
- c) Ability to maintain and repair small/light equipment.
- d) Ability to complete small projects and minor repairs with little to no supervision, such as patching and painting, tiling, flooring, door hardware, minor plumbing and electrical repairs, carpentry, and office furniture installation.
- e) Proficiency in the use of equipment and hand and power tools.
- f) Proficiency in the use of computer and handheld devices, including use of CMMS and MS Office.
- g) Close attention to detail and quality-oriented work ethic.
- h) Demonstrated troubleshooting and problem-solving skills.
- i) Proven ability to work independently or as a member of a team.
- j) Proven ability to work safely and efficiently, with a high level of safety awareness.
- k) Demonstrated time management, prioritization, and organizational skills.
- l) Strong client-service orientation along with a sense of urgency to effectively deal with facilities issues and repairs.
- m) Positive, professional disposition and ability to cooperate with co-workers and contribute productively to a project team.

#### **DUTIES AND RESPONSIBILITIES TO INCLUDE:**

##### Maintenance of Township Facilities and Equipment

Provide routine and on-demand general preventative and corrective maintenance, repairs, and renovations to all Township properties as directed by Supervisor, to

ensure uninterrupted services and safe operations for clients, and extend the life of Township assets using good industry practices and in compliance with all applicable codes and regulations at Loyalist Township facilities:

- a) Routine maintenance and repairs include plumbing (washrooms, showers, sinks, toilets, faucets, drains), change lighting bulbs and ballasts and perform minor electrical work, flooring, carpentry, door hardware, dry wall patching and painting, and furniture, equipment and personnel moves.
- b) Monitors and inspects assigned facilities mechanical and electrical equipment and systems by conducting regular facility inspections and walk-throughs. Observes conditions, notes deficiencies, and makes recommendations for enhancement or repair. Ensures mechanical areas, workshop space, and job site is kept clean and free of hazards.
- c) Scheduled inspections and maintenance for staff and public safety in all Loyalist facilities and property, including small drinking water systems; fire safety involving fire extinguishers, exit lights, fire and carbon dioxide detectors; automated external defibrillators.
- d) Snow clearing responsibilities such as shoveling and salting entrances and sidewalks at all Township facilities, snow removal operating a plow during heavy snowfall in Township parking lots and recreational facilities.

Respond to work orders and services requests within computerized maintenance management system (CMMS) in a timely and efficient manner and maintain records of work completed.

#### Pool responsibilities

Maintain and operate mechanical aspects of the pool, including filtration and chlorination systems, lights, HVAC filters, minor plumbing and electrical requirements, etc.

#### Refrigeration Plant responsibilities

General knowledge of refrigeration operations including safety features related to operations and mechanical parts to be visually inspected.

#### Observe, plan and work efficiently

Be generally observant of the need for repairs and other maintenance to ensure that work is done efficiently and in a timely manner.

#### Public Relations

Use tact and courtesy to maintain good working relationships and to deal politely with the public and fellow employees. Assists in enhancing customer satisfaction through attention to detail, quality of work, and speed of services delivered.

#### General Responsibilities

- a) Employ safe work practices as outlined in the Loyalist Township Health and Safety Manual and the Occupational Health and Safety Act.
- b) Be aware of and follow all Loyalist Township policies that are relevant to this position.

- c) Responds to after hours and emergencies situations which affect the operation and safety of our facilities or clients as required.
- d) Fulfill other duties and responsibilities as assigned.

### **WORKING RELATIONSHIPS:**

*Internal:* daily communication with facilities and recreation staff/supervisor/manager, frequent communication with other attendants, occasional communication with other Township employees.

*External:* residents, contractors/vendors, external seminar and course providers, external trainers, and consultants.

### **WORKING CONDITIONS:**

- Frequent moderate physical exertion and occasional heavy physical exertion
- Work may include locations with exposure to sensory elements including trash, bodily fluids and smells
- Outdoor work in various and changing weather conditions that include but is not limited to snow, rain, hot and cold temperatures, and wind
- Ability to work shifts during daytime, evening, and on the weekend
- Occasionally may be required to attend meetings, programs, seminars, events which may take place at differently facilities, requiring travel.

*The job description reflects the primary duties and responsibilities of this position and should not be construed to describe in detail all duties and responsibilities of the job.*

Loyalist Township values a diverse workforce and looks to attract and retain people who will work together to provide excellent service to our residents, visitors, business partners, and each other. If you are looking for a rewarding opportunity to work with a team of professionals dedicated to promoting the quality of life and prosperity of our community, come join us!

In accordance with the Accessibility for Ontarians with Disabilities Act, Loyalist Township is pleased to accommodate the individual needs of applicants with disabilities within the recruitment and selection process. Please contact the Human Resources team at [hr@loyalist.ca](mailto:hr@loyalist.ca) or 613-386-7351 ext. 149 if you require accommodation.