



Making life better in King

## King is Hiring Operator I – Facilities

King Township is an idyllic countryside community of communities, proud of its rural, cultural, and agricultural heritage. We are respected for treasuring nature, encouraging a responsible economy, and celebrating our vibrant quality of life. As an organization, we are focused making life better in King, and enriching the lives of all those who live, work, and visit King Township by providing quality services and experiences.

Reporting to the Supervisor, Facility Services (Corporate Facilities), the Operator I - Facilities is responsible for the following:

- Performs janitorial activities specific to each location, including but not limited to sweeping, vacuuming, dusting, polishing, dry/wet mopping/spray buffing.
- Collect recycling materials, garbage, and compost from office/workstation, lunchrooms, and public area recycling and garbage bins, replaces bags and disposes of as directed.
- Cleans/inspects all washrooms, empties garbage, replaces washroom supplies, wash walls, mirrors, and unclogs toilets.
- Further to the above, provide disinfection and sanitizing services to all washrooms, lunchrooms, lobbies, and public counters.
- Perform routine maintenance tasks such as replacing light bulbs, fixing leaks, hanging objects on walls, performing minor repairs.
- Ensure all facilities are equipped with necessary supplies and materials.
- Provides immediate outdoor maintenance services to include litter picking, graffiti removal, cigarette but disposal, waste container cleaning and emptying. Where required, snow removal may need to be completed in addition to the above.
- Provide scheduled speciality cleaning services as required and operate associated equipment that includes but is not limited to steam or shampooing carpets as required; cleans elevators; vacuum, washes or shampoos chairs and dividers; operate scrubbing machine to scrub floors and buffing machine to strip and wax floors; dust ceilings, air diffusers and return air grills as needed.
- Sets up/removes chairs, tables, and equipment for various functions (e.g., meetings, socials, events, recreation / sports programs, etc.), moves furniture, and oversees social functions providing various supplies and responds to any additional requests.
- Reviews and monitors facility booking and rentals to ensure facility is clean, required set up is complete and customer needs are met, including general janitorial duties.
- Conduct opening and closing of daily checklist and action and rectify any unsatisfactory items, such as snow removal on sidewalk and egresses, etc. Completes maintenance and other reporting systems.
- Ensures compliance with Township standards and government regulations and ensures maintenance records are completed.
- Maintain all janitorial equipment and tools in accordance with manufacturers' recommended maintenance and operating standards to maintain safety on the job and report damages or malfunctioning equipment or tools immediately to supervisor.
- Recommends repairs or improvements to buildings, changes or improvements to methods, procedures, policies, etc.
- Secure the building(s) and activate intrusion alarm.
- Provides excellent external customer service and responds to enquiries and/or resolves complaints, escalating appropriately.
- Provides excellent internal customer service and works effectively with all Township staff.
- Responsible for ensuring Township By-laws (e.g., smoking, parking, etc.) are followed.
- Responds to on-site emergencies appropriately (e.g., vandalism, fire alarms, medical emergencies, etc.) and completes necessary paperwork in accordance with policies and guidelines.
- Other duties and responsibilities as assigned.

The successful applicant will possess:

- Completion of a Secondary School Diploma (Grade 12) or equivalent.
- Over six (6) months, up to and including one (1) year experience performing cleaning in an office/recreation environment and operating heavy duty cleaning equipment.
- Current Standard First Aid with CPR-C & AED.
- WHMIS/GHS training an asset.
- Working at Heights Training an asset.
- Must have demonstrated problem solving, communication and organizational skills.
- Must have effective customer service skills to deal courteously and effectively with user groups, participants, the general public and Township staff.
- Class "G" Driver's License in good standing.

Salary Range: \$56,035 - \$68,161 (2024 Rate)

Qualified candidates are requested to forward their resume to [hr@king.ca](mailto:hr@king.ca) by **4:30 pm on June 24, 2024**

Or to Human Resources at 2585 King Road, King City, Ontario, L7B 1A1

Please visit [www.king.ca](http://www.king.ca) for full job description.

We thank all applicants and advise that only those selected for an interview will be notified.

Personal information (PI) is collected under the authority of the Municipal Act, 2001, S.O. 2001, c.25 and will be used to facilitate the hiring and recruitment process. Personal information (PI) will be protected in accordance with Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). Questions about the collection of personal information (PI) should be directed to the Human Resources Department, 2585 King Road, King City, L7B 1A1 or (905) 833-5321.

We are an Equal Opportunity Employer. In accordance with the [Accessibility for Ontarians with Disabilities Act, 2005](#), the Integrated Accessibility Standards Regulation 191/11 (IASR), and the Ontario Human Rights Code, the Township of King will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform Township Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.