

# Employment Opportunity

## Facility Operator I (Custodial)

### Permanent Part-Time (0.5 FTE)

The Town of Morinville is a growing community on the doorstep of Metro Edmonton. Developed on a foundation of rich heritage and culture spanning 100+ years, it offers an excellent quality of life with convenient access to all nearby big city amenities while retaining the characteristics of a vibrant and flourishing centre for the surrounding rural community.

Reporting to the Team Lead, Facilities, the Facility Operator I shall be involved in the day-to-day operation, maintenance, and custodial duties of Morinville owned facilities. Although support may be occasionally required in other Town facilities, work will primarily occur in the Morinville Leisure Centre.

#### Responsibilities:

- Maintain the cleanliness and sanitation of the building to the highest level.
- Operate Facility/custodial equipment (floor machines, partition walls, security system, etc.).
- Minor building repairs including replacing bulbs, ceiling tiles, etc.
- Facility inspections, troubleshooting and reporting of needed building repairs and deficiencies.
- Assist with Facility operations and access through set-up and take-down for events.
- Provide Facility user support during events per set guidelines, procedures, and regulations.
- Open and close the Facilities as required (check/secure exits, visual inspection of the Facilities).
- Snow/ice removal and sand/ salting as needed at entrances.
- Perform preventative maintenance as required.
- Regular maintenance of all custodial equipment.
- Accurately complete shift reports identifying relevant issues.

#### Requirements:

- High School Diploma (equivalent combination of education and experience may be considered).
- A valid Class 5 Alberta Operator's License is required.
- First Aid/CPR certification (or ability to obtain).
- Custodial and/or facilities maintenance experience is an asset.
- Proven ability to work independently with strong self-motivation, demonstrating initiative and sound judgment with minimal supervision.
- Strong customer service skills and ability to deal courteously and effectively with the public, internal & external customers.
- Physical ability and dexterity to perform a variety of manual tasks (lifting, squatting, bending, twisting, and climbing).
- The successful candidate is required to provide a satisfactory Criminal Record Check and Drivers Abstract.

**Compensation/Hours of Work:** This position is included within the scope of the Town's unionized setting (CUPE 2426) and is based on a 20-hour work week, with a probationary wage of \$24.05 per hour, upon completion of 480 hours the wage rate increases to \$25.67 per hour, upon completion of 4160 hours the wage rate increases to \$27.41 per hour, applied in accordance to the Collective Agreement. This position shift schedule includes evenings and/or weekends due to operational requirements. We offer attractive benefits including pension, workplace development and great opportunities for employees to become involved in the community.

**Application Deadline: Thursday, October 10, 2024, by 12:00 PM (Noon)**

#### Submit resume and cover letter quoting "202439-FOI" to:

Human Resources, Town of Morinville  
10125 100 Avenue, Morinville, AB T8R 1L6  
Email: [hr@morinville.ca](mailto:hr@morinville.ca) | Fax: 780-939-5633 |  
Web: [www.morinville.ca](http://www.morinville.ca)

*We thank all applicants for their interest; however, only those under consideration will be contacted.*

*The Town of Morinville values and supports diversity and inclusion in the workplace and encourages all qualified individuals to apply. Accessibility accommodations are available on request for candidates taking part in all aspects of the selection process.*