

Job Opportunity

The Corporation of the Town of Orangeville
invites applications for the position of

Co-ordinator, Facilities Operations

Community Services Department

(Full-time position, 40 hours per week)

Located on the north-west edge of the Greater Toronto Area, less than one hour's drive from Toronto and yet only moments away from the unspoiled, natural beauty of the Niagara Escarpment, the Town of Orangeville ("Town") offers an excellent combination of location, small town charm and urban amenities. Situated in the picturesque natural setting of the Hills of Headwaters, Orangeville is home to over 30,000 residents and is the largest urban community and regional service centre within the County of Dufferin. Orangeville is a great place to raise a family, with an excellent quality of life and a strong sense of community. The Town is committed to a value based, thriving and collaborative work environment that supports our employee's success. Our employees are passionate about delivering high-quality programs and services to our residents and are proud to contribute to making Orangeville one of the exceptional places to live in Canada.

The Town has a full-time opportunity available for the position of Co-ordinator, Facilities Operations. This position will provide a lead hand role for Facility Operations and is responsible for performing a variety of duties to operate and maintain multi-faceted facilities and their grounds. This position will work closely with the Supervisor, Facilities to organize and co-ordinate the daily operations of facility employees, contractors, and assists with administrative tasks.

Job Duties:

- Directly overseeing the recruitment and orientation of part time staff; creating part time schedules, managing time off requests, workloads, and performance evaluations; Assisting the Supervisor, Facilities with organizing contractor work, invoice processing, and payroll duties; Responding to minor concerns with regards to staff, patrons, tenants and contractors.
- Conducting indoor and outdoor assessments of multi-purpose facilities including inspections and operational checklists.
- Monitoring of facility mechanical systems including operation of the refrigeration plant, pool filter room, and boiler rooms; Assisting in developing and organizing seasonal task lists.

- Operating equipment that pertains to the daily use of ice and floor pads, hourly ice resurfacing, providing nets and other equipment for user groups
- Operating and maintaining Class “A” swimming pools according to the Health Protection and Promotions Act, water testing, administering chemicals, and inspecting; operating equipment including sweepers, scrubbers, swing machines, hand tools, power tools to complete various maintenance related tasks.
- Other duties as assigned.

Qualifications:

- Secondary School diploma or equivalent; completion of a Skilled Trades is considered an asset.
- Minimum of three (3) years of experience in a facility operations environment; experience within a municipal facility is considered an asset.
- Basic Refrigeration Certificate, and Pool Operator Certificate.
- Standard First Aid/CPR.
- Valid G driver’s license in good standing.
- Mechanical skills including the ability to operate, troubleshoot and perform basic maintenance on all facility equipment.
- Ability to communicate with members of the public and employees with tact and diplomacy.
- Working knowledge of Microsoft Office programs, including Word and Excel.
- Experience operating BAS Systems, CIMCO 6000, or equivalent.

Successful candidates will be required to complete a background check, including but not limited to a Criminal Record and Judicial Matters Check, in accordance with the duties of this position.

Hourly Range: \$37.29 to \$43.63, Band 8 on the Town’s 2024 Hourly Pay Grid (currently under review), plus a comprehensive benefits package.

Qualified candidates are invited to submit their resumes, in confidence, to Sarah Mayer, Co-ordinator, Human Resources, no later than 4 p.m. on **Wednesday, December 18, 2024**. Applications may be submitted online, or in person to the Town Hall located at 87 Broadway. Please do not email your application.

To select the best candidates to serve the Town of Orangeville and its people, several screening tools, including Police Record Checks are required as part of the hiring process for some employment or volunteer positions. When requested, applicants are required to provide a Police Record Check as a condition of their offer of employment. Police Record Checks must be dated within three (3) months of the employment offer to be considered valid. The specific type of Police Record Check required will be indicated in the job posting qualifications.

The Town of Orangeville is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs

known in advance. By submitting your personal information to the Town of Orangeville, you consent to the collection, use, and disclosure of that information in connection with our recruitment, hiring and/or employment processes. Personal information on this form is collected under the authority of the Municipal Act, 2001, S.O. 2001, c.25, as amended, and will be used to determine the qualifications for employment with the Town of Orangeville. Questions about this collection should be directed to the Manager, Human Resources at 87 Broadway, Orangeville, Ontario L9W 1K1.