



100 John West Way
Aurora, Ontario
L4G 6J1
(905) 727-3123
aurora.ca

Town of Aurora

Employment Opportunity

Corporate Services

Division of Human Resources

Crew Leader, Facilities (CUPE 905.01)

Employment Type: Permanent, Full Time

Location: Aurora, Ontario

Salary Range: \$35.80 to \$39.77 per hour

Closing Deadline: April 3, 2025

The Town of Aurora is located in the heart of York Region and just 30 kilometers north of Toronto. Our vision is to become a progressive community with a small-Town charm and our mission is to deliver exceptional services that make people proud to call Aurora home. Our workforce is talented, diverse, and committed to fostering a culture that exemplifies teamwork, embraces innovation, and values diversity, equity, and inclusion to achieve mission excellence. It is important that our workforce reflects the citizens we serve. Come join us at the Town of Aurora, "You're in Good Company".

Position Summary

Under the direction of the Supervisor, Facilities Management the Crew Leader, Facilities assists with maintaining a safe and hazard-free environment for public, visitors, and staff at the Aurora Town Square precinct, this includes the newly expanded Cultural centre, Outdoor square, Public Library, Bridge connection, Victoria Hall, Armoury and Yonge Street Commercial Plaza.

Responsibilities

- The Crew Leader is responsible to assign day to day work tasks, and instructions to Operators and Maintenance staff.
- Provides updates to the Supervisor on issues regarding, staffing, facility operations, maintenance, projects, or other work concerns.
- Coordinates staff duties including skating loop and water feature operations and maintenance, building repairs, cleaning, snow removal and walkway clearing, coordinates and/or expedites set-up and amenities requirements for facility bookings functions including liaison with facility renters/users as required; and cleans up after same.
- Operates and maintains and performs inspections on all building systems, equipment, and infrastructure, including HVAC systems, electrical, lighting, life safety fire alarm, and/or other building systems and equipment.
- Prepares, staffing schedules and ensures appropriate staffing levels, including scheduling of Part Time staff.
- Responsible to ensure all staff are fully orientated and trained in operational, maintenance and safety policies and procedures.
- Receives and responds to enquiries from the public and staff; investigates problems/complaints, as directed, and resolves/refers same, as appropriate.
- Coordinates, schedules, and provides instruction to service contractors to perform inspections and repairs under service contract.

Qualifications

- To be considered for this position you will have completed a post-secondary college diploma (preferable in recreation or leisure areas)
- Certified Ice Technician and Certified Aquatics Technician accreditation would be considered an asset.
- You will have good organizational, interpersonal, record-keeping, and problem-solving, and work coordination skills.
- The ability to deal courteously and effectively with the general public, facility users, staff, suppliers, and contract services is required
- Must have a valid class "G" Driver's Licence, in good standing, and reliable vehicle to use on corporate business.

- You will also have the availability to be on-call, work evenings, and weekends, as may be required.

Successful applicants to this position will be required to provide a **Police Vulnerable Sector Screening Check** and **Drivers Abstract** that is satisfactory to the Town prior to their start date at the applicants' own cost.

If you are interested in joining our dedicated team of municipal professionals, please visit our [Jobs - Town of Aurora](#) page and apply to the position directly.

The Town of Aurora is an equal opportunity employer that is committed to an inclusive, barrier-free recruitment and selection processes and work environments. We are committed to recognizing and celebrating the diversity of opinion, talent and expertise that make each person unique. We thank all applicants and advise that only those selected for an interview will be contacted.

Applicant information is collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will be used to determine qualifications for employment with the Town of Aurora. Questions about this collection of personal information should be directed to the Human Resources Division at 905-727-3123.

Artificial Intelligence Transparency Notice

At the Town of Aurora, we are committed to transparency and fairness in our recruitment process. While we utilize a recruitment system (ADP Workforce Now) with Artificial Intelligence (AI) powered capabilities, we do not currently use AI technology to screen, assess or select applicants relating to the recruitment process. While our system is equipped with AI tools, we prioritize a human-centered approach to recruitment. All candidate evaluations are conducted through direct human interaction, ensuring that hiring decisions are based on a thorough review of qualifications, skills, experience, and corporate cultural fit. We remain committed to transparency, fairness, and compliance with all relevant legislation, including Bill 149, in order to protect the rights and privacy of all applicants.