



*A progressive city of 187,800 people located just a short 30-minute drive from Toronto, the **City of Oshawa** is one of Canada's fastest growing communities that is exceptionally positioned to live, work, learn and invest. Its strategic pursuit of sustainable growth, excellent community service delivery and cooperative partnerships have enhanced its quality of life advantage, while maintaining a strong commitment to financial stewardship.*

**Job Title:** Temporary Full-Time Attendant - Building (up to 4 months)

**Posting Number:** 005278

**Department:** Community & Operations Services

**Branch:** Facility Operations & Maintenance Services

**Location:** Harman Park Arena

**Posting Start Date:** 2025/04/04

**Posting End Date:** 2025/04/15 by 4:30p.m.

**Employment Group:** CUPE 250

**Salary Grade:** 02-\$30.22 - \$34.29

**Standard Weekly Hours of Work:** 40.00

**Shift Work Required:** Yes

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## **Job Description**

Under the direction of the Manager and/or designate, perform general maintenance, custodial duties, pertaining to the physical upkeep and cleanliness of the building, and program requirements as assigned, in the operation and maintenance of assigned facilities in the Facility Operations & Maintenance Services Branch. Facilities may include entertainment facilities, libraries, seniors' centres, conventional stadiums, fields, playgrounds, skateboard parks, cemeteries, and any other associated facilities that fall under the Branch.

## **Responsibilities:**

- Perform general care taking duties in the overall facility such as cleaning floors; wet mopping; operating power cleaning equipment; cleaning glass; collecting and

disposing of garbage both inside and outside the facility; moving furniture, setting up and taking down equipment; and cleaning and clearing the building entrance way and emergency exits of snow and ice as required

- Perform general maintenance duties in the overall facility such as painting, replacing light bulbs, and making minor carpentry and plumbing repairs
- Take initiative to correct maintenance or risk management concerns and/or notify supervisor and other staff where appropriate
- Perform minor mechanical repairs and adjustments to equipment, repairing of desks, etc. Move furniture and equipment as directed
- Maintain building mechanical systems
- Maintain washrooms and change/dressing rooms and associated areas in a sanitary condition including cleaning; disinfecting; removing garbage and replenishing supplies of toilet paper, soap, etc
- Assist in the operation of refrigeration plant and HVAC equipment by performing preventative maintenance functions such as adding or draining fuel & oil; adding chemicals to the water and testing the water; inspecting, adjusting and replacing belts, filters, etc.; monitoring and recording periodic equipment readings
- Operate equipment such as power-operated and general hand tools
- Assist Lead Hand and Working Foreperson in the performance of their duties as required
- Maintain appropriate work records. Ensure that daily time sheets and work orders are compiled and completed to departmental requirements and sign off as required
- Work in accordance with City of Oshawa safe work standards and the Ontario Occupational Health and Safety Act including but not limited to Section 217.1 in the criminal code of Canada
- Assist with new staff orientation to the building and its operations
- Ensure that facility users act in an orderly fashion, reporting problems to the supervisor; respond to routine inquiries related to the use of the facility
- Maintain good public relations with customers, user groups and colleagues
- Drive to off-site locations to pick up supplies, electrical and/or mechanical parts on a routine as well as emergency basis
- Willing to attend continuing education courses as required
- Perform other duties as required

## **Requirements:**

- Two years of experience relating to building maintenance and caretaking functions plus technical skills and knowledge usually associated with the completion of three of four of the following Building Environmental Systems courses at a Community College: 7010 (Heating), 7020 (Air Conditioning & Refrigeration), 7030 (Air Handling & Preventative Maintenance), 7040 (Electrical), providing a basic working knowledge and understanding of general maintenance, carpentry, electrical, plumbing, mechanical, heating, ventilation and air conditioning (HVAC) systems; demonstrated mechanical aptitude and six (6) months of previous experience in general building operations and maintenance
- Demonstrated experience using major cleaning equipment, methods and materials

- Demonstrated knowledge of physical plant maintenance; demonstrated mechanical aptitude
- Knowledge and understanding of, and ability to apply safety policies, standards and legislation (Ontario Occupational Health & Safety Act and WHMIS) and able to use appropriate safety apparatus
- Willingness to participate in new areas and be trained in same
- Able to understand and follow simple oral and written instructions, which deal with standardized situations
- Able to complete forms and records relevant to the job
- Able to read, record and comprehend mechanical gauges related to all facility equipment
- Able to read, record and comprehend mechanical gauges related to equipment
- Basic computer skills to perform duties of the job (communications & operations)
- Good interpersonal skills to deal with common sense and courtesy with the general public and to discuss routine information and relay and document building maintenance requirements with appropriate staff. Neat in appearance and work habits, wearing City-issued uniform and safety equipment
- Physically fit and able to work from heights, climb, stretch, lift and move heavy items (approx. 40 lbs/18 kgs), stand, bend and walk for extended periods of time; capable of performing the work assigned in safe manner
- Able to work alone or with minimal supervision; personal qualities of reliability, co-operation and flexibility are essential.
- Able to perform shift work necessary to fulfill the requirements of a seven day operation
- Able to work overtime on short notice
- Possess and maintain a valid unrestricted Ontario Driver's License, minimum Class "G", and be able to pass the Corporation's test for motor vehicle operation
- First Aid, CPR, Public Access Defibrillator (PAD), Accessibility and WHMIS certificates or ability to obtain same per the Department's training schedule
- Proof of working from heights training
- Certificates in Risk Management and/or Legal Awareness, Scissor Lift, Confined Space, Electrical Safety, Sensitivity, Customer Service Training and Asbestos Awareness, Utility Vehicle with Snow Removal Equipment are considered assets

**Please be advised that position location as noted is at the time of posting and is subject to change, as required due to operational needs.**

We would like to thank all applicants however, please note that only those selected to attend an interview will be contacted and all other applicants will be kept on file. Applicants are advised that written, oral and practical testing may form part of the selection process.

Apply online at: <https://oshawa.jobs.net/en-CA/search>. All applicants are encouraged to provide a valid email address for communication purposes. Please ensure that you check your email regularly to receive any correspondence.

*The City of Oshawa is situated on lands and waters within the Williams Treaties Territory, home to seven First Nation communities of the Michi Saagiig and Chippewa Anishinaabeg, who have cared for and maintained these lands from time immemorial and continue to do so to present day. [Learn more](#)*

*We are an Equal Opportunity Employer in accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code (OHRC). The City of Oshawa promotes the principles of diversity, equity and inclusion and adheres to the tenets of the Canadian Human Rights Act and the Ontario Human Rights Code. The City of Oshawa encourages applications from women, Indigenous Peoples and persons of all cultures, ethnic origins, religions, abilities, ages, sexual orientations, and gender identities and expressions.*

*The City of Oshawa will provide accommodations throughout the recruitment and selection and/or assessment process to applicants with disabilities and/or needs related to the OHRC. If you require an accommodation during the recruitment process or assistance with the application process please contact Human Resource Services. Personal information provided is collected under the authority of The Municipal Freedom of Information and Protection of Privacy Act.*