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Town of Aurora

## Employment Opportunity

Corporate Services

Division of Human Resources

### Facilities Operator (CUPE 905.01)

**Employment Type:** Contract, Full Time

**Location:** Aurora, Ontario

**Salary Range:** \$29.22 to \$35.43

**Closing Deadline:** May 26, 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

The Facilities Management division is seeking a Facilities Operator who will be responsible to coordinate, expedite and/or perform operator, maintenance, repair and administrative work related to arenas, swimming pools and/or other associated facilities and equipment at Town buildings.

#### Responsibilities

- Operate and monitor refrigeration plant for ice-making; maintain/and repair facilities; operate ice re-surfacer and ice maintenance equipment; assist with annual ice removal and replacement including painting and levelling ice surface.
- Perform pool maintenance duties including operation of pool filtration system and pool cleaning equipment, water quality testing, balancing and inspection logs, adding chemicals as required, and assisting with major annual maintenance projects.
- Perform janitorial/maintenance duties at assigned facilities including cleaning floors, walls, showers, change rooms, washrooms, fixtures, furniture and/or other building amenities; walkway sweeping/snow removal and maintaining and controlling inventory.
- Co-ordinate and/or expedite set-up and amenities requirements for facility bookings functions including liaison with facility renters/users as required; and clean up after same.
- Perform inspections on refrigeration plant, HVAC systems, general building lighting and emergency systems, ice re-surfacer, fire extinguishers and/or other equipment/facilities and reports regularly on condition of same; arranges for and/or performs necessary repairs; and maintains associated records.
- Respond to enquiries from the public and staff.
- Performs other related duties, as assigned, that are in accordance with job responsibilities and/or necessary departmental or corporate objectives.

#### Qualifications

- High School diploma or equivalent, a Class G driving license and general recreational buildings maintenance and operations experience and knowledge, required.
- Demonstrated experience or related in recreational buildings and plant operations and maintenance preferably in a municipal environment.
- A Certified Ice Technician (CIT) certificate and/or a Certified Pool Operator (CPO) certificate from the Ontario Recreation Facilities Association, would be considered an asset.
- Thorough working knowledge of the operation of refrigeration and HVAC plant, pool filtration systems, ice-making and re-surfacing methods, water quality testing and balancing techniques, general trades fundamentals, janitorial/cleaning work methods and supplies, and sound safety practices.

- Good organizational, interpersonal, record-keeping, problem-solving and work coordination skills.
- Ability to deal courteously and effectively with the general public, facility users, staff, suppliers, and contract services.
- Knowledgeable in the Occupational Health and Safety Act, Town policies and procedures, and related regulations.
- Reliable vehicle to use on corporate business.
- Availability to be on standby/on call is a requirement of this position and must be able to work evenings and weekends including 24 hour on-call, as scheduled.

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

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.