

Welcome to Northumberland County, where you can build a thriving career while making a lasting impact in our communities. We're a forward-thinking organization, setting the standard for county government by providing leadership and support to our municipalities and residents.

We're committed to your growth, offering educational and career development opportunities to help you reach your full potential. Our dedication to diversity, equity, and inclusion reflects the rich communities we serve, driving innovation and excellence in our workforce.

Join Northumberland County and be part of a team that values your growth, supports your well-being, and empowers you to make a difference.

Currently, we are looking to fulfill the following vacancy:

Building Superintendent

Temporary, full-time (Approximately 8-month contract)

Reporting to the Supervisor, Facilities, the main purpose of the Building Superintendent position is to ensure the 600 William Street building is kept safe, clean, and operational for all County staff and visitors. Additional work will be done in other County owned buildings to support other County operations and to backfill when the other Building Superintendent is away.

Major Responsibilities:

- Daily morning inspection of specific building in order to ensure all lights are working, check operation of doors, ensure building is clear of debris, and to ensure the building is clean.
- Assist with monthly health and safety inspections of the building.
- Working with paramedic logistics staff to ensure inventory is stored as required.
- Monitoring the 600 William Street building supplies. Refilling soap, toilet paper and paper towel dispensers as necessary. Refilling cupboards with printing paper as necessary. Cleaning areas of the building if necessary. Purchasing light bulbs, batteries and other building supplies as necessary and/or as requested. Advising the facilities Administrative Clerk when cleaning supplies and paper products are low.
- Completing assigned work orders for small repairs of the building and advising the Administrative Clerk, Facilities when a contractor is required for a repair.
- Other duties as assigned.

Education and Qualifications:

- High school diploma or equivalent.
- One (1) to two (2) years' relevant experience.
- General knowledge of heating, ventilation, and air conditioning systems.
- Basic understanding of plumbing and electrical panels for the purpose of detecting deficiencies.
- Experience with completing work orders in CityWorks software is an asset.
- Ability to work well independently and as part of a team.
- Demonstrated organizational skills with strong oral and written communication abilities.
- Province of Ontario Class "G" driver's licence.

How to Apply:

An acceptable driver's abstract must be submitted with your application. **Applications submitted without an acceptable driver's abstract will not be reviewed.**

The successful candidate will be required to submit a satisfactory criminal background check prior to the commencement of employment. We thank all applicants for their interest, however, only those selected for an interview will be notified.

When emailing your application, please ensure your cover letter, résumé, and any other supporting documents are submitted in one file (preferably MS Word(.docx) or Adobe (.pdf)).

We invite you to submit your application **by 4:30pm on Thursday, May 1, 2025**, to:

Human Resources
County of Northumberland
555 Courthouse Road
Cobourg, ON K9A 5J6
Email: hr@northumberland.ca
Fax: 905-372-3046

Please note that accommodations are available, upon request, to support applicants with disabilities throughout the recruitment process. Please e-mail your request to accessibility@northumberland.ca or call 905-372-3329 ext. 2327. Alternative formats of this job posting are available upon request.

Personal information collected through the recruitment process will be used solely for the purpose of candidate selection, in accordance with the Municipal Freedom of Information and Protection of Privacy Act.