



*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.*

Vacancy: Regular Full-Time Skilled Labourer – Rotary Park & Downtown Facilities
Posting Number: V-66-25

Department: Community & Operations Services **Branch:** Facility Operations & Maintenance Services

Location: City Hall

Posting Start Date: 2025/08/14 **Posting End Date:** 2025/08/28 by 4:30pm

Employment Group: CUPE 250 **Salary Grade:** 05-\$34.39 - \$36.20

Standard Weekly Hours of Work: 40 **Shift Work Required:** Yes

Job Description

Reporting to the Manager, Facilities Operations & Maintenance Services, and under the general direction of the Supervisor and/or Working Foreperson or Lead Hand, perform semi-skilled trade and general labour duties within the Facilities Operations & Maintenance Services Branch.

Responsibilities:

Perform and/or participate in the maintenance and repair of all activities related to Facilities Operations & Maintenance Services operation such as:

- Perform general repairs and Facility/building maintenance, such as:
 - Buildings functions, i.e. painting, plumbing, fine carpentry (cabinetry, millwork, framing, laminate, door installation), glass repair & maintenance, tile, masonry and concrete repairs

- Plumbing and minor HVAC maintenance such as, but not limited to, belt and filter replacements
- Reporting maintenance requirements to the appropriate management representative
- Landscaping functions, i.e. retaining walls, steps, stonework, signs, fencing, and irrigation
- Litter pick up, removal and sweeping seasonal debris
- Provide direction/training to and physically work alongside temporary and full-time work groups as required
- Maintain a clean, organized, safe work area including maintaining all equipment/tools in good working order
- Process work orders, associated paper work and work assignments accurately in accordance with established standards and time deadlines
- Receive and unload materials and supplies as required
- Work in accordance with and provide input in the development and improvement of safety procedures
- Liaise with and monitor private contractors such as plumbing, electrical, HVAC, cleaning, etc.
- Work in accordance with City of Oshawa Safe Work Standards, the Ontario Occupational Health and Safety Act
- Maintain good public relations and participate when required in special events related to the specified work area
- Perform general caretaking duties such as cleaning floors, wet mopping, operating power cleaning equipment (i.e. buffing machines, rug shampoo machines, wet and dry vacuums), cleaning glass, collecting and disposing of garbage/recycling and, as required, removing snow and ice
- Perform other related duties as assigned

Requirements:

- Candidates must possess an Ontario Secondary School Diploma, Grade 12, and have five (5) years operational experience, knowledge and skills related to performing the activities listed within this position. Must be willing and capable of training and obtaining appropriate licenses or certificates relevant to the requirements of the position
- Demonstrated mechanical aptitude, plus five (5) years relevant operational experience, knowledge and related skills in facility maintenance, or the equivalent combination of formal education and relevant experience
- Able to read and interpret engineered drawings
- Demonstrated knowledge of and skill in using major cleaning equipment, methods and materials
- Excellent working knowledge of and ability to apply all relevant safety policies, standards and legislation (Ontario Occupational Health and Safety Act)
- First Aid, CPR, Public Access Defibrillator (PAD) and GHS training are assets and must be obtained and/or renewed as per the Department's training schedule

- Good understanding of HVAC systems including heating, refrigeration, air handling and preventative maintenance
- Able to climb, lift and move heavy items (maximum 80 lbs./approx.36 kgs.) understand, bend and work for extended periods of time; and be capable of performing the work assigned in a safe manner
- Good reading, writing and oral communication skills. Able to read, understand and follow general and technical instructions, methods and procedures dealing with a variety of situations. Able to complete forms and records relevant to the job
- Must be competent within a computerized environment to perform the duties of the job, experience in Building Automation Systems, Microsoft Outlook, Word, Excel, MaximoWMS, etc.
- Good interpersonal skills; tact and courtesy to deal with the general public and to discuss routine information with or delegate assignment to colleagues.
- Able to provide quality customer service to City staff, members of the public and external agencies
- Ability to work alone or with minimal supervision; personal qualities of reliability and cooperation
- Sound judgment and initiative
- Able to work constructively in a team environment, exercising good and sound judgement, initiative and safe appropriate practices and procedures
- Able to be flexible and work in various physical locations when required
- Able to work overtime on short notice and to perform rotating shift work necessary to fulfill the requirements of a seven (7) day operation
- Be willing to receive calls related to unexpected after hours operational requirements (that relate directly to their day-to-day area of responsibility) at home, and to respond to them
- Must be willing to serve on the Facilities Operations and Management Services standby/on-call program
- Certified Pool Operators Certificate is considered an asset
- Possession of Scissor Lift Training Certification, proof of Working from Heights Training, are considered assets
- Ability to swim is considered an asset
- Possess and maintain an unrestricted Ontario Driver's License (minimum Class "G") in good standing and be able to pass the Corporation's tests for motor vehicle operation

As a condition of employment, the City of Oshawa will require successful candidates to undergo a Criminal Records and Judicial Matters check and an employment medical.

To be considered for this position, please email your application (cover letter and resume) to Posting66@oshawa.ca, clearly stating the position title in the subject line.

As part of your application, please fill out the mandatory pre-screening questions using the link provided: <https://forms.cloud.microsoft/r/yutyV6V1E1>

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.

Applicants who are currently employed by the City of Oshawa are asked to clearly indicate their status as an internal applicant in their application. 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.