

# EMPLOYMENT OPPORTUNITY

## Custodian Contract Position (12 months) RECRUITMENT 2025-COMM-42

The Town of Smiths Falls is a vibrant, progressive single tier municipality with a population of 9000. One of Eastern Ontario’s most scenic communities, we are centrally located within an hour of Ottawa, Kingston, Brockville and the US Border. The Town provides high quality and affordable life for its residents and is nestled in between prime water frontage along the Rideau Canal – a UNESCO World Heritage site and has many beautiful heritage buildings and recreational facilities.

The Town is accepting applications for a contract position (12 months) of **Custodian**. The Custodian position will be located out of the Memorial Community Centre with regular travel to other municipal buildings and partner/tenant facilities. This position plays a crucial role in maintaining a clean, safe, and sanitary environment and upholding the standards expected by the community of a municipal government.

**Key Duties and Responsibilities:**

- Perform thorough, effective cleaning and sanitizing of all designated areas, including floors, restrooms, offices, meeting rooms, and common areas.
- Safely operate and maintain custodial equipment, including vacuum cleaners, floor buffers, and cleaning tools.
- Empty waste and recycling receptacles.
- Clean and disinfect restroom and changeroom fixtures.
- Assist in setting up rooms for events, meetings, and activities, including arranging furniture and equipment as required.
- Handle and store cleaning chemicals in strict accordance with safety protocols and guidelines.
- Engage in regular, generalized snow clearing at municipal buildings as required in the winter months.

**Skills and Qualifications:**

- High school diploma (O.S.S.D) or equivalent.
- Minimum of two (2) years of experience in custodial or janitorial work.
- Valid Class 'G' driver's license.
- Provision of satisfactory Driver’s Abstract and Criminal Record Check
- Physical capability to perform repetitive bending, lifting (up to 25 lbs), reaching, and standing for extended periods.
- Ability to work independently and as part of a team, following established cleaning schedules and procedures.
- Strong attention to detail and commitment to maintaining cleanliness and orderliness.
- Flexibility to adapt to changing work assignments and occasional overtime.
- Strong communication and interpersonal skills.
- Ability to work scheduled shifts including evenings, weekends and Statutory Holidays.

**Position Type:** Contract (12 months)  
**Hours of Work:** 40 hours per week  
Shifts as scheduled (including days, evenings, weekends and Statutory Holidays)  
**Wages:** Non-union, Band C of the pay grid system (\$21.83-\$25.39) per hour  
Voluntary Enrolment into the OMERS Pension Plan

**How to Apply:**

Qualified applicants are invited to submit their resume and cover letter quoting recruitment number 2025-COMM-42 by **Friday October 17, 2025 at 4:00 p.m.**, to Nadine Bennett, Human Resources Advisor, Town of Smiths Falls, P.O. Box 695, 77 Beckwith Street North, Smiths Falls, Ontario, K7A 4T6 or via email at [careers@smithsfalls.ca](mailto:careers@smithsfalls.ca)

It is preferred that emailed applications be submitted in one file preferable in MSWord or Adobe format.

*The Town of Smiths Falls is an equal opportunity employer, committed to ensuring all candidates are able to participate in the interview process fully and equally. If contacted for employment, please let us know if you require any accommodations to ensure you can participate fully and equally during the recruitment and selection process. We thank all applicants for their interest and only those selected for an interview will be contacted.*

*Personal information collected from applications is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act, and will be used to determine qualifications for employment. Questions about the collection of Information should be directed to the Clerk at the address indicated above.*