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aurora.ca

Town of Aurora

Employment Opportunity

Corporate Services

Division of Human Resources

Facility Maintenance

Employment Type: Permanent, Part Time

Location: Aurora, Ontario

Salary Range: \$18.45 to \$22.81 per hour

Vacancy Reason: Addition to Staff

Closing Date: Evergreen Posting

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

Reporting to the Supervisor of Facilities, this position will be responsible for performing general building maintenance, set-up, and repair work at various Town facilities including providing cleaning and janitorial services, expediting set up requirements for facility bookings, replenishing consumable supplies and garbage/debris pick up. Other duties include, repairing and reporting vandalism, walkway sweeping/snow removal, operating ice flooding machine, pool cleaning equipment, and other associated duties.

Responsibilities

- Performs janitorial/maintenance duties at various Town facilities including cleaning floors, walls, showers, change rooms, washrooms, fixtures, furniture and/or other building amenities; walkway sweeping/snow removal, and replenishing consumable supplies as required.
- Assists with rink glass replacement; operates ice flooding machine, move and replace goal nets, removes debris from ice surface, and assists with annual ice removal and replacement including painting and levelling ice surface.
- Performs pool maintenance duties including operation of pool cleaning equipment, as required and assisting with major annual maintenance projects.
- Assists with and/or expedites set up amenities requirements for facility bookings functions including liaison with facility renters/users as required; and cleans up after same.
- Responds to enquiries from the public and staff; investigates problems/complaints, as directed and resolves/refers same, as appropriate.
- Performs other duties as assigned.

Qualifications

- Demonstrated experience in building in a maintenance/janitorial capacity including experience with arena ice flooding and pool operations is an asset.
- Ability to operate ice flooding machine is an asset.
- Possess good organizational, record keeping, problem solving and strong interpersonal skills.
- Ability to deal courteously and effectively with the general public, facility users, and staff.
- Must be available to work flexible hours, including evenings, weekends and holidays.

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

If you are interested in joining our dedicated team of municipal professionals, please visit our [Jobs - Town of Aurora](#) page and apply to the position directly.

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.