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Community Centre Maintenance Operator 1 (Permanent, Part-Time)

Req #1255

75 Caso Crossing, St Thomas, ON N5P 3V7, Canada •
80 Wilson Ave, St Thomas, ON N5R 3R2, Canada

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Job Description

Posted Wednesday, July 29, 2026 at 12:00 a.m. | Expires Monday, August 10, 2026 at 11:59 p.m.



The Corporation of the City of St. Thomas - Parks and Recreation Department has an existing vacancy for a:

COMMUNITY CENTRE MAINTENANCE OPERATOR I

(Permanent, Part-Time)

Job Posting #1255-07-26

Division/Department:

Recreation/Parks, Recreation & Facilities

Reports to:

Manager of Recreation Facilities & Programs

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Joe Thornton Community Centre/Memorial Arena





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Union Affiliation:CUPE Local
35**Position Summary**

Under the general direction of the Manager of Recreation Facilities & Programs, the Community Centre Maintenance Worker (Part-Time) is involved in a diverse range of job activities including: ice maintenance, refrigeration plant operations, record keeping, ice resurfacer operations, general building and pool repair/maintenance, special event set up and take down, and custodial duties.

Primary Duties and Responsibilities

1. Performs all required ice maintenance including ice resurfacing as per schedule and performing minimum bi-weekly ice depth measurements and required ice maintenance in accordance with departmental procedures and best practices.
2. Performs and documents daily/hourly readings and service requirements of refrigeration plant(s). Includes cleaning of strainers, lubrication and general maintenance of associated refrigeration equipment components.
3. Maintains and monitors domestic hot water and heating cooling ventilation equipment (HVAC).
4. Communicates and maintains proper ice conditions and facility standards for ice and facility user groups.
5. Assists in the timely preparation, installation and removal of all ice surfaces. in accordance with departmental procedures and best practices.
6. Records and maintains accurate records of test and related equipment performance in appropriate log books.
7. Monitors building security and safety by performing such tasks as locking doors after operating hours and opening doors for regular operating hours, checking to ensure that hazards are prevented.
8. Observes appearances and conditions of premises and equipment, reports needed repairs, service, safety hazards or conditions requiring attention to the Manager of Recreation Facilities & Programs.
9. Responsible to carry out all daily, weekly and monthly housekeeping/facility maintenance requirements in accordance with prescribed departmental standards and procedures while ensuring accurate documentation is maintained in log books (daily maintenance binder and caretaker logs).
10. Provides direction and guidance to Part-time and contract Attendant staff ensuring assigned duties are performed and completed in accordance with prescribed departmental standards and procedures.
11. Interacts and provides customer service to facility patrons, internal partners and contractors.
12. Required to work at either the Joe Thornton Community Centre, Memorial Area Iceberg Pool, the Skatepark and/or support operations at other assigned Parks and Recreation Facilities.

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Note: The major tasks and responsibilities outlined above are representative but not all-inclusive. All activities are expected to be performed in a safe manner in accordance with the Occupational Health and Safety Act and its Regulations along with Corporate Safety policies, procedures and programs. In addition, all necessary personal protective equipment must be used and maintained in good condition. This position must be compliant with all provisions of the Occupational Health and Safety Act, related to "Duties of a Worker."

Education/Experience/Skill

Qualifications

Ontario Secondary School Graduation Diploma or equivalent.

Must possess a Basic Refrigeration Certificate and have a minimum of 1-year direct experience in an arena/recreation facility with a refrigeration plant.

Certified Pool Operator, Safe Ice Resurfacers Operator certificate and experience in the use of hand and power tools are considered an asset.

Experience

Minimum two (2) years' experience in building and/or mechanical maintenance experience is considered an asset.

Knowledge/Skill/Abilities

1. Knowledge of facility operations including facility automation, electrical plumbing, security, building maintenance and risk management.
2. Ability to operate commercial vehicles, small power tools, radio communications equipment and other specialized seasonal maintenance equipment.
3. Must demonstrate good communication and interpersonal skills.
4. Ability to prioritize multiple tasks.
5. Ability to work as an effective team member including the ability to work with limited supervision.
6. Must be computer literate including knowledge of Microsoft Office software.
7. Ability to exchange information, receive and understand instructions.
8. Ability to provide general information to facility patrons and the public and assist them with their concerns and complaints when possible.
9. Must be competent within the meaning of the Occupational Health & Safety Act and be capable of issuing clearly understandable written instructions.

Driver's Licence

Ontario Driver's Abstract required

Must possess a valid "G" Ontario Driver's Licence and access to reliable transportation

Other

Fall Arrest, Lock out/Tag out, Confined Space and Working at Heights training is considered an asset

Corporate Orientation and Health & Safety Training

Valid First Aid/CPR

Defibrillator Certification

lice Records Check

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3. Must have the physical capability to carry out the essential duties of the position.

Rate of Pay: \$34.07 per hour, plus 4% vacation pay (2026 rate).

Applications for this position will be accepted until Monday August 10, 2026, at 11:59 p.m.

HOW TO APPLY:

Go to www.stthomas.ca – Employment, Employment Opportunities. Go to Posting Title and click the 'Apply Now' button. You may need to register/create a Login.

Please import/upload your COVER LETTER AND RESUME individually (i.e. pdf, word) and ensure you have attached all documents prior to submitting your application.

Note: You may be required to answer Qualification questions during the application process.

The City of St. Thomas is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. If you require accommodation to apply or if selected to participate in an assessment process, you must provide your accommodation needs in advance. Questions may be directed to the Human Resources Department at 519-631-1680 ext. 4146.

Although we appreciate all applications received, only those selected for an interview will be contacted. Personal Information on this application is collected under the authority of the Municipal Act., R.S.O. 2001, as amended, and will be used to determine eligibility and suitability for employment with the City of St. Thomas. Our hiring process does not use artificial intelligence (AI) or automated decision-making tools. Applications are reviewed and evaluated by our hiring team.

Job Details

Pay Type

Hourly

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