Woolwich Township Job Posting

Date: November 16, 2026
Position: Part-Time Facilities Attendant (Temporary)
Wage Rate/Grade: $28.19 per hour

Discover the charms of the Township of Woolwich, a growing community with a bright, well-managed and well-planned future in the Region of Waterloo. Woolwich is known for its unique heritage, farms and farmers markets, scenic trails, bridges, and landmarks. Our communities provide a rural lifestyle with all the conveniences of urban centres nearby. The quality of life in Woolwich is superior, and as an employee of the Township, you'll play a key role in helping shape the next phase of our future growth and development.

Recreation & Community Services has an exciting opportunity and is seeking one (1) Temporary Part-Time Facilities Attendant for up to seven (7) months.

Purpose of Position and Profile:
This position will perform duties associated with facility operations and maintenance, primarily at the Woolwich Memorial Centre and St. Jacobs Arena with some work at other facilities and park locations.

Responsibilities:

- Perform a wide range of operational and maintenance functions, primarily within the Recreation & Community Services department, with occasional responsibilities to other core departments and facilities which fall under the department's portfolio
- Perform arena and pool maintenance functions, including but not limited to ice resurfacer operations, mechanical troubleshooting, custodial duties, and other general facility repairs and maintenance.
- May be required to participate on various other Township teams and initiatives
- Other duties as required, including but not limited to parks and cemeteries functions.

Qualifications, Knowledge, Skills and Work Requirements:

- Grade 12 education or equivalent
- Propane Handler Certificate or ability to obtain
- "Basic Refrigeration" (e.g. ORFA) certification or ability to obtain
- "Certified Pool Operators" certification or ability to obtain
- Experience with building maintenance, repairs, and operations, troubleshooting mechanical systems, custodial functions, etc.
- Experience with recreation facilities operations, including but not limited to pool operation, ice resurfacer operation, ice maintenance and repairs, etc.
- Experience with parks and cemetery operations
- Excellent customer service, interpersonal, and communication skills
- Ability to understand and comprehend, both verbal and written, all policies and procedures as they relate to the work being performed
- Ability to work constructively in a team environment and act independently as required
- Follow safe and appropriate practices and procedures, and exercise sound judgment at all times
- Required certifications and training offered by the Township must be maintained.
- Must hold valid Class "G" Ontario driver's license, with a good driving record

Regular hours of work will be up to 24 hours per week. Willingness to work shifts, primarily evenings and weekends. Physically able to perform all activities (i.e. lifting, climbing and working above ground level on ladders, elevated lifts, working in cold and hot environments, etc.).

Interested applicants are invited to submit their resume via the Township Job Board prior to **4:00 pm on November 30th, 2026. Please quote job posting 2026-50**.

All applicants are thanked for their interest in this position, however, only those selected for an interview will be contacted.

The Township of Woolwich is committed to diversity and inclusion and offers an accessible workplace. We are an equal opportunity employer and are committed to meeting the needs of applicants during all phases of the hiring process. This document is available in alternate formats, or with accessible communication supports, upon request.