



## MUNICIPALITY OF MIDDLESEX CENTRE

### PART TIME FACILITY CARETAKER

The Municipality of Middlesex Centre is a growing municipality of approximately 18,000 people in the County of Middlesex and located to the north and west of the City of London. The Municipality is seeking a qualified individual to join our Community Services Department for the position of **Facility Caretaker**.

#### Position Summary

Under general supervision, the Facility Caretaker performs work related to the upkeep and maintenance of facilities including Community Centres, Operation Centres & Fire Halls. The incumbent will work independently and in a team environment alongside other Caretakers and contractors to ensure proper operation and maintenance of the above facilities along with customer service duties related to facility rentals.

#### Minimum Qualifications

- Grade 12 Education
- Unrestricted Class G Driver's License
- Previous First Aid/CPR, WHMIS
- 1-year progressive experience in maintenance/cleaning
- Public relations experience
- Knowledge of the Occupational Health & Safety Act

Note: As a condition of employment, the incumbent must provide a successful Criminal Background Check and clean Driver's Abstract.

A detailed job description for the position is available on our website [www.middlesexcentre.on.ca](http://www.middlesexcentre.on.ca)

Position wage starts at \$20.04/hour

To apply for this position, please submit a resume quoting Posting 2019-001, outlining qualifications and experience no later than 4:30 p.m. on Friday June 14, 2019 to:

Ruth Joyce-Maynard  
Human Resource and Health & Safety Coordinator  
Municipality of Middlesex Centre  
10227 Ilderton Road, Ilderton, ON N0M 2A0  
[joyce-maynard@middlesexcentre.on.ca](mailto:joyce-maynard@middlesexcentre.on.ca)  
Fax 519-666-0271

Middlesex Centre is an equal opportunity employer and is committed to inclusive, barrier-free recruitment and selection processes and work environments. Please advise us of any accommodations needed to ensure your access to a fair and equitable process. Any information received relating to accommodation will be addressed confidentially.

*We thank all applicants who apply, but only those applicants to be interviewed will be acknowledged. Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used for candidate selection purposes only.*




## Position Synopsis and Purpose

Under general supervision, the Facility Caretaker performs work related to the upkeep and maintenance of facilities including Community Centres, Operation Centres & Fire Halls. The incumbent will work independently and in a team environment alongside other Caretakers and contractors to ensure proper operation and maintenance of the above facilities along with customer service duties related to facility rentals.



Description	Approx. Time Spent (%)
<p><b>Facility Maintenance</b></p> <ul style="list-style-type: none"> <li>• Custodial duties for community centres, operation centres and fire halls and other areas as assigned</li> <li>• Open, set up, lock up facilities before and after each rental</li> <li>• Maintain inventory of supplies and maintain equipment in good repair</li> <li>• Work collaboratively with the Customer Service Booking Desk when dealing with facility rentals</li> <li>• Clean building floors by sweeping, mopping, scrubbing, or vacuuming. Following procedures for the use of chemical cleaners and power equipment, in order to prevent damage to floors.</li> <li>• Gather and empty trash/recycling as needed</li> <li>• Service, clean, disinfect and stock restrooms and showers. Using hand and power cleaning equipment.</li> <li>• Clean windows, glass, partitions and mirrors. Using cleaners, sponges, and squeegees</li> <li>• Dust, clean and polish: furniture, walls, machines, and equipment..</li> <li>• Mix cleaning solutions, according to specifications and safe practices</li> <li>• Set up, arrange, and remove decorations, tables, chairs to prepare facilities for events such as banquets and meetings</li> <li>• Monitor building security and safety by securing facilities</li> <li>• Perform light grounds maintenance and assisting with snow removal</li> <li>• Perform minor repairs to facilities</li> <li>• Notify Facility Services Supervisor about need for repairs or concerns with building conditions.</li> </ul>	<p>100%</p>

Description		Approx. Time Spent (%)
<ul style="list-style-type: none"> <li>Other duties and shift work as assigned</li> </ul>		

\*Note: 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.

## Preferred Qualifications

### Education (degree/diploma/certifications)

- Grade 12 Education
- Unrestricted Class G Driver's License
- Previous: First Aid CPR, WHMIS and various safety training an asset

### Experience

- Minimum 1-year progressive experience in maintenance/cleaning
- Public relations experience when dealing with members of the public
- Experience in the operation of related equipment, demonstrated mechanical aptitude and knowledge of the Occupational Health & Safety Act

Note: As a condition of employment, the incumbent must provide a successful Criminal Background Check and clean Driver's Abstract.

## Work Setting

### Contacts

Frequency Legend	
<b>Constant</b> – every day for most of the day	<b>Occasional</b> – bi-weekly to monthly
<b>Frequent</b> – daily	<b>Rare</b> – once in a while
<b>Regular</b> – weekly	

Contact	Frequency	Nature of Interaction
Public	Regular	Public inquiries
Department	Frequent	Facility Operators, Lead Hand, Supervisor, Customer Service Staff
Contractor / Consultants	Rare	Meet and open up facilities for contractors
Municipal Departments	Rare	Provide staff and equipment assistance

## Work Conditions

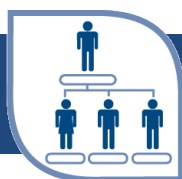
This position's time will be spent predominantly in facilities such as community centres, operation centres and fire halls but may be called upon to perform work in other Middlesex Centre facilities.

Part Time Facility Caretakers may work up to 24 hours per week, on a schedule which will include a combination of days, evenings and weekend depending on the needs of the operations. Note: As this is a part time position, hours per week will vary.



### Corporate Values

- **Openness** – Middlesex Centre is a large and diverse community. In order to respect this diversity, constant and respectful communication between community members is necessary.
- **Cooperation** – Middlesex Centre is a growing municipality. The council and citizens must work together to ensure that their community grows into the place they want it to be.
- **Trust** – The trust between community members is what makes Middlesex centre an inclusive community. Community trust is built through sensible planning, reliable service and public engagement.
- **Respect** – The residents of Middlesex Centre come from diverse backgrounds. It is only through respect for the varied backgrounds and experiences of residents that common ground can be achieved.
- **Tradition** – As a diverse municipality, Middlesex Centre is home to many proud histories and varied traditions. The actions of community must value those existing traditions while continuing to forge new traditions moving forward.
- **Innovation** – Middlesex Centre must be a community which embraces changes. It must remain open to all ideas to become a flexible, progressive municipality which can successfully anticipate and adapt to changing conditions.



### Position Classification

<b>Position Title:</b> Part Time Facility Caretaker	<b>Division:</b> Facility Services
<b>Department:</b> Community Services	<b>Classification:</b> Non Union
<b>Branch:</b> N.A.	<b>Reports to (Direct):</b> Facility Service Supervisor
<b>Position(s) Supervised Directly:</b> None	<b>Position(s) Supervised (Indirectly):</b> None
<b>Effective Date:</b> April 15, 2019	<b>Revision Date:</b> April 17, 2019
<b>Equivalency Code:</b> N/A	<b>Hours per week:</b> Vary, Up to 24 hours/week