

Township of North Dundas

Job Description

Job Title: Full-Time Facilities Operator Recreations & Culture	Last Revision Date: March 8, 2022 June 17, 2025
Reports To: Facilities Manager	Approved By: Council
Wage Level: Grade 3 (\$60,125-\$70,578)	Effective Date: March 8, 2022

Position Summary

The Facilities Operator is responsible for the year-round operation, maintenance, and care of Township-owned parks, recreational buildings, and public-use spaces. This role involves a wide range of hands-on duties that vary by season, including ice making and indoor maintenance in winter, and outdoor landscaping and sports field preparation in summer. The Facilities Operator ensures that all spaces are safe, clean, and welcoming for the public while supporting a positive image of the Township.

Primary Responsibilities

- Perform daily facility and grounds inspections, prioritizing public and staff safety
- Operate and maintain equipment including ice resurfacers, landscaping tools, and pool systems
- Maintain, clean, and repair indoor and outdoor recreation spaces including arenas, community halls, sports fields, ball diamonds, playgrounds, outdoor rinks, and public pools
- Support community events through facility preparation and takedown
- Supervise and provide direction to part-time and seasonal staff
- Monitor and maintain building systems such as refrigeration plants, HVAC, plumbing, and electrical components
- Complete routine landscaping tasks such as mowing, trimming, and seasonal cleanups
- Maintain accurate maintenance logs and inspection reports as assigned
- Follow all health and safety requirements including WHMIS compliance and use of proper protective equipment
- Respond professionally to public inquiries and assist facility users as needed
- Conduct general facility repairs and address maintenance issues across municipal recreation sites
- Coordinate effectively with contractors, user groups, and volunteers to ensure facility use standards are met

Knowledge, Skills, and Attributes

- Working knowledge of recreation facility operations and preventative maintenance practices
- Experience in ice making, pool maintenance, and landscaping
- Familiarity with plumbing, electrical, HVAC, and general carpentry
- Ability to operate and service various machinery and equipment
- Strong understanding of workplace safety procedures and emergency response protocols

- Excellent communication skills, both verbal and written
- Ability to manage time effectively and adapt to shifting priorities
- Conflict resolution skills and ability to remain calm and professional in challenging situations
- Demonstrates initiative, attention to detail, and pride in workmanship
- Committed to teamwork, customer service, and community engagement
- Flexible and willing to adapt to varying schedules, duties, and work environments
- Motivated to assist other municipal departments when required

Working Conditions

- Work is both indoor and outdoor in varied weather conditions
- Regular exposure to chemicals, machinery, and equipment
- Some risk of physical hazard when working at heights or with tools
- Frequent walking, standing, lifting, and manual handling
- Will be climbing ladders, working on ice surfaces, and on pool deck areas
- Must be physically able to perform repetitive tasks, lift heavy objects, and work in confined or elevated spaces

Working Schedule

- This is a full-time position based on a 40-hour work week
- Work schedule includes days, evenings, weekends, and holidays depending on seasonal facility requirements
- Flexibility is required to accommodate special events, emergency repairs, and peak usage periods
- Occasional extended or modified shifts may be necessary

Qualifications

- Grade 12 diploma or equivalent combination of education and experience
- Valid G class driver's license (DZ or AR class an asset)
- First Aid, CPR, AED, and WHMIS certification
- Certified Ice Technician designation an asset
- Pool and Spa Operator certification an asset
- Experience in facility maintenance, building systems, and landscaping
- Chainsaw and wood chipper safety training an asset
- Willingness to participate in employer-sponsored training

Additional Information

This description outlines the core responsibilities of the position and is not intended to be an exhaustive list. Duties may evolve based on organizational needs.

The Township of North Dundas is an Equal Opportunity Employer. Accommodations are available throughout the recruitment process upon request. Personal information collected is used for employment assessment purposes and handled in accordance with the Municipal Freedom of Information and Protection of Privacy Act.