

**TOWNSHIP OF
NORTH DUNDAS**

DRAFT JOB DESCRIPTION

JOB TITLE: Facilities Attendant	LAST REVISION DATE:
REPORTS TO: on Duty Operator/Lead Hand/Facilities Manager	APPROVED BY: Council Resolution #
WAGE GRID LEVEL: \$17.20	EFFECTIVE DATE: July 2025

Position Summary:

Reporting to the senior operator on duty, this position is responsible for providing assistance to the Recreation and Culture Department through assisting with arena ice flooding by moving and installing the nets, set-up/take down for events, shovelling snow and general maintenance and housekeeping duties

Position Qualifications:

- 16+ years of age
- Strong interpersonal skills combined with excellent oral communications.
- Able to prioritize and complete tasks within appropriate time frames.
- Willingness to learn, to accept responsibility and demonstrate initiative.
- Good problem solving skills
- Ability to handle customer inquiries and complaints.
- Ability to manage time effectively.
- Ability to work with minimal supervision.
- Must maintain a professional attitude
- CPR, First-Aid and AED certifications are considered assets

Other Requirements:

- Class G2 driver's license is considered an asset
- Evening and weekend hours
- This position requires continuous walking and standing, occasional climbing and lifting/carrying heavy items.

Key Responsibilities:

- Move and install arena nets during ice resurfacing
- Event set-up/take down including table, chairs etc.
- Shovel snow and salt walkways
- General maintenance and housekeeping duties for arena and community halls

The forgoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this classification.