



**Facilities Housekeeping & Maintenance Attendant  
Permanent Part-Time  
Job Posting #: 2024-37  
Closing Date: Friday, November 29, 2024**

The City of Owen Sound is seeking two dedicated individuals to fill the Permanent Part-Time Facilities Housekeeping and Maintenance Attendant position. The position will perform various duties relating to the day-to-day cleaning and general maintenance of the City's two recreation facilities, assist in setting up and taking down for events, and provide general customer service to facility users. One position is expected to work up to 24 hours per week, the other is up to 16 hours.



Work experience in a similar facility would be considered an asset, in particular in a municipal recreation arena facility or other public building.

**Skill / Competencies Required:**

- Strong communication and interpersonal skills to deal with members of the public, community partners, and all levels of staff
- Demonstrated responsibility for independent work, and attention to detail
- Knowledge of Provincial Legislation pertaining to the operation of facilities (e.g. Occupational Health and Safety, TSSA) and experience in ensuring compliance with applicable standards

- Ability to work in a team environment
- Proficient time management skills and flexibility in adjusting between a variety of duties
- Ability to meet deadlines and work under minimal supervision
- Demonstrate courtesy, patience, and effective listening in all interactions
- A working knowledge and ability to perform basic carpentry, plumbing, basic electrical and mechanical
- Ability to complete daily maintenance/housekeeping logs
- Ability to complete incident reports if required
- Possess or work to complete standard First Aid Certificate, CPR, Public Access Defibrillator and WHMIS
- Fire extinguisher training
- Successful completion of a criminal record and vulnerable sector background check
- Ability to work varying shifts required

Please note the City is currently undergoing a Corporate-Wide Service Level Review. Therefore, potential reporting alignment or the duties and accountabilities are subject to modification.

The wage rate for this position is \$20.60/hr. To explore this opportunity further, we invite applicants to forward their resume and cover letter by Friday, November 29<sup>th</sup>, at 4:30 pm to:

Human Resources  
City of Owen Sound  
E-mail: [hrjobposting@owensound.ca](mailto:hrjobposting@owensound.ca)

The City of Owen Sound is proud to be an equal opportunity employer, valuing and respecting diversity. We are committed to inclusive, barrier-free recruitment and selection processes. We will accommodate the needs of qualified applicants under the Human Rights Code and the Accessibility for Ontarians Disabilities Act, in all aspects of the hiring process, upon request. We thank all applicants for their interest; however, only those being considered for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act, and will only be used for candidate selection.

**Department:** Community Services

**Job Title:** Facility Maintenance & Housekeeping Attendant – part time

**Employee Group:** Non-Union

**Direct Supervisor:** Manager of Arena Operations

**Revision Date:** February 2021

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**Position Summary and Scope:**

Reporting to the Manager of Arena Operations, under the direction of the Senior Manager of Property and Parks, the Facility Maintenance/Housekeeping Attendant will perform a variety of duties relating to the day to day cleaning and general maintenance of the City's two recreation centres as well as assist in set up and take down for events and providing general customer service to facility users.

**Duties and Accountabilities:**

Perform maintenance of building

- Daily maintenance and repair within the city arena facilities including janitorial duties as required by general use including dressing rooms, floor finishing, cleaning and sanitizing of public spaces, bathrooms, change rooms, halls and viewing areas
- Inform the Manager of Arena Operations of potentially dangerous situations, unmaintained areas, incidences or occurrences that would affect the safety of the staff or general public and completion of incident reports
- Receive deliveries of goods and supplies to the arena are marked and accounted for and that invoices or information is provided to the supervisor
- Supports the orderly conduct of patrons using the facility
- Support set up and tear down for special functions/events at the area
- Respond to customers in a courteous and efficient manner
- Ensure the application and compliance with City policies and procedures as well as follow all health and safety practices and standard operating procedures
- Perform other related duties as assigned as well as in other city facilities

Operation of the following:

- Pick up truck, van, carpentry tools, power tools, rented equipment as required, janitorial equipment, generators and pumps

**Employee Health & Safety Responsibilities:**

Carry out work in a safe manner, preventing safety hazards to the incumbent and others

Actively participate in all COS safety initiatives and trainings

Report all hazards, incidents, accidents, near misses, injury or illness promptly to your supervisor; complete all requested documentation

Follow all COS policies and procedures as well as the Occupational Health and Safety Act

For a detailed description of worker responsibilities, see the Occupational Health and Safety Act Part III Section 28

Follow all standard operating procedures (SOP's) for facilities as well as contribute to the creation, evaluation and revisions of SOP's

### **Skills and Competencies at the working level:**

- Strong communication and interpersonal skills to deal with members of the public, community partners, and all levels of staff
- Demonstrated responsibility for independent work, and attention to detail
- Knowledge of Provincial Legislation pertaining to the operation of facilities (e.g. Occupational Health and Safety, TSSA) and experience in ensuring compliance with applicable standards
- Ability to work in a team environment
- Proficient time management skills and flexibility in adjusting between a variety of duties
- Ability to meet deadlines and work under minimal supervision
- Demonstrate courtesy, patience, and effective listening in all interactions
- A working knowledge and ability to perform basic carpentry, plumbing, basic electrical and mechanical
- Ability to complete daily maintenance/housekeeping logs
- Ability to complete incident reports if required
- Possess or work to complete standard First Aid Certificate, CPR , Public Access Defibrillator and WHMIS
- Fire extinguisher training

### **Experience at the working level:**

#### **Previous Work Related Experience (# of years or months):**

- Work experience in a similar facility would be an asset, in particular in a municipal recreation arena facility or other public building

#### **Positional on-the-job training required (# of weeks or months):**

- 6 to 12 months

### **Working Relationships:**

- The Facility Maintenance/Housekeeping Attendant works within the two very busy arena facilities as well as other city owned facilities and provides an important service to members of the public and event organizers who use the facility.
- The position works to support the Facility Operator in the operation of the buildings under the direction of the Manager of Arena Operations and the Senior Manager of Property and Parks. The position has interaction with a wide variety of public as well as, members of City Council, Committee Members, and all other staff as well as Community Groups and organizations as well as agency partners such as Owen Sound Police Services, Fire and EMS.

### **Independence of Decision Making:**

Has established policies & procedures Yes

Supervisor or lead hand usually available Yes

Problem solves within clear guidance and/or past practice Yes

**Physical Demands:** Length of time/repetitions/weight in average working day.

Computer Use: 0.5 hours per day

Walking: up to 6 hour a day

Standing: 2-3 hour a day

Sitting: less than 1 hours per day

Lifting: up to 70 pounds

Ladder Climbing: minimal

Exposure: arena environment as well as outside climate conditions

Other: [Click here to enter text.](#)

**Working Conditions:**

Hours of work: up to 40 hours a week

Shift length: variable

Shift Schedule: Rotating Shift

Additional Comments: This position works a rotating schedule of days and evenings, including weekdays and weekends with some overtime related to events and bookings.

**Consequence of Errors:**

Failure to act efficiently and effectively could result in negative feedback from facility patrons.

Acting in an unsafe manner could result in injury to persons or damage to machinery.