



GEORGINA

# Career Opportunity

Town of Georgina Human Resources  
careers@georgina.ca



## Maintenance Attendant

(Job ID#2019.99)

**Department:** Recreation & Culture  
**Division:** Maintenance  
**Location:** Georgina Ice Palace  
**Status:** Permanent Full Time  
**Number of Positions:** 1  
**Salary Range:** \$27.32- \$30.36 (35hr/week)  
**Date Posted:** July 26, 2019  
**Date Closing:** August 8, 2019

**Come work with us!** Employment with the Town of Georgina offers an opportunity to make a positive difference in our community. We are a progressive, forward-thinking organization focused on continuous improvement, innovation and providing exceptional customer service. We offer a collaborative team environment and an excellent place to take charge of your career.

**Position Purpose:** Responsible for general maintenance, renovations, carpentry, minor plumbing and HVAC repair work of Town facilities/halls and equipment; provides assistance to the Electrician in the areas of electrical repairs and responds to emergency repair/maintenance situations as necessary. ***For full details, please see job description attached.***

**Minimum Qualifications:** High School Diploma or equivalent and a minimum 2 years maintenance experience including demonstrated carpentry, minor electrical, plumbing and HVAC troubleshooting/repairs, and basic welding skills;

**How to apply:**

Qualified applicants are invited to submit a resume, identifying the **Job Title** and **ID# 2019.99** in the subject line. Please apply in confidence by **August 8, 2019 at 11:59 p.m** to [careers@georgina.ca](mailto:careers@georgina.ca).

**Committed to diversity and a barrier-free environment:**

The Town of Georgina is an equal opportunity employer and we will accommodate the needs of applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process. Please advise the Human Resources Office to ensure your accessibility needs are accommodated.

**We thank all candidates for their interest, however only those being considered will be contacted.**



## **JOB DESCRIPTION**

**JOB TITLE:** Maintenance Attendant

**DEPARTMENT:** Recreation and Culture

**Division:** Maintenance

### **PRIMARY FUNCTION:**

Responsible for general maintenance, renovations, carpentry, minor plumbing and HVAC repair work of Town facilities/halls and equipment; provides assistance to the Electrician in the areas of electrical repairs and responds to emergency repair/maintenance situations as necessary.

### **SUPERVISION RECEIVED:**

Direct- Maintenance Supervisor

Indirect- Lead Hand, Maintenance

### **DIRECTION EXERCISED:**

None

### **WORKING PROCEDURES:**

Performs general maintenance in Town facilities/halls including, but not limited to:

- minor renovation/installation/demolition work;
- rough and finish carpentry;
- install/build/modify and/or repair walls, ceilings, windows, doors, counters, floors, shelving/cabinets, cupboards, baseboards, mouldings, furniture and other alterations/additions as required;
- drywall including site preparation, taping, plaster, sanding, primer, painting, staining, caulking and masonry work, including clean-up;

Completes minor plumbing repairs/installations as required;

Performs routine maintenance on mechanical systems such as HVAC, water systems, etc.

Maintains lighting for all Town facilities as directed;

Assists with building/facilities/equipment maintenance programs and winterization projects such as public washroom servicing of Town park facilities at season start and finish;

Repairs and/or assists with the repair of electrical appliances, small engines and other similar equipment as directed;

Operates and maintains various powered carpentry equipment such as table saw, radial arm saw, circular saw, sabre saw, chop saw, jigsaw, router, trimmer, hammer, drill, as well as welding and soldering torch, and other equipment/tools as necessary;

Operates bucket truck, man lift/genie lift, scissor lift and/or ladders including bucket work to change/install lights, clean eaves troughs, remove wildlife matter and perform general building maintenance;

Maintains P-Card purchases including balancing monthly statement;

Responds to maintenance enquiries and/or liaises with staff, suppliers, contractors, departments, and organizations as necessary;

Complies with the Occupational Health and Safety Act, Construction Safety Act and all other pertinent regulations for Health and Safety, as well as respond to health and safety concerns that may affect the public;

Assists the Electrician with all aspects of maintenance/renovations, which may occur, in unplanned or emergency situations;

Other duties as assigned.

**The above statements reflect the general details considered necessary to describe the principal functions and duties of the position and will not be construed as a detailed description of the work requirements that may be inherent in the job.**

**SKILL/KNOWLEDGE REQUIREMENTS:**

High School Diploma or equivalent;

Minimum 2 years maintenance experience including demonstrated carpentry, minor electrical, plumbing and HVAC troubleshooting/repairs, and basic welding skills;

Knowledge of the Occupational Health and Safety Act and Construction Safety Act and other pertinent regulations/legislation relating to safety;

Ability to read blueprints, schematics, drawings;

Basic computer knowledge and skill;

Valid Ontario Class G Driver's License and Clear Driver's Abstract in good standing to operate Town vehicles;

Work Zone Traffic Control- Supervisor and TCP training (Book 7); Fall Arrest and Prevention Training; Solid Tire/ Slab Scissor Lift, Rough Terrain Scissor Lift, and/or Personal Lift and Straight/Articulated Boom Training are considered assets;

Ability to deal in a high demand, high volume environment;

Ability to deal effectively and courteously with the public, staff, suppliers, contractors, etc.

Ability to perform tasks in confined areas, high areas and on ladders;

Ability to perform heavy lifting on a regular basis;

Available to work evenings and/or weekends as necessary to carry out various functions that cannot be completed during normal operating hours.