



## MUNICIPALITY OF MIDDLESEX CENTRE

### Facility Attendant (Part Time)

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 Attendant**.

#### Position Summary

Under the Supervision of the Facility Services Supervisor and the 'On Duty' Facility Operator, this position is responsible for performing duties related to facility cleaning and maintenance while also acting as a public skating monitor for the assigned facilities. This position works shifts primarily on weekday evenings and weekends.

#### Minimum Qualifications

- Exceptional customer service skills
- Ability to deal effectively with the public
- Ability to work with minimal supervision
- Good leadership and interpersonal skills
- Proficient ice skater
- 16+ years of age

Position salary starts at \$13.15/hour

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

To apply for this position, please submit a resume outlining qualifications and experience no later than 4:00 p.m. on Friday Aug 10th to:

Scott Mairs  
Director, Community Services  
1 Tunks Lane  
Komoka, ON, N0L 1R0  
[mairs@middlesexcentre.on.ca](mailto:mairs@middlesexcentre.on.ca)  
Fax 519-601-8122

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

Facility Attendants report to the Facilities Supervisor and are supervised on duty by the Facility Operator. The position performs duties related to facility cleaning and maintenance while also acting as a public skating monitor for the assigned facilities. This position works shifts primarily on weekday evenings and weekends

Description	Approx. Time Spent (%)
<p><b>Maintenance</b></p> <ul style="list-style-type: none"> <li>• Assist the Facility Operator with the cleaning and maintenance of recreation facilities including: arenas, fitness centres (if applicable), meeting rooms/auditoriums, lobbys, washrooms, changerooms, viewing areas and stairways</li> <li>• Cleaning will include: sweeping, mopping, scrubbing/sanitizing of bathroom fixture, garbage/recycling removal and using power cleaning equipment</li> </ul>	65%
<p><b>Ice Operations</b></p> <ul style="list-style-type: none"> <li>• Assist in Ice Resurfacing operations including: securing the ice for resurfacing, moving/securing nets, patching of holes, monitoring for safety issue and shovelling snow</li> <li>• Prepare and clean ice resurface, if requested.</li> <li>• Attendant are required to walk on the ice surface for these tasks</li> </ul>	25%
<p><b>Skate Patrol</b></p> <ul style="list-style-type: none"> <li>• Effectively patrol public skating with an emphasis on the safety of the patrons while promoting leisure</li> <li>• Monitor access to public skating and enforce all posted recreation skating rules</li> </ul>	5%
<p><b>Other</b></p> <ul style="list-style-type: none"> <li>• Other duties as directed by the on duty Facility Operator and/or Lead Hand and/or Facilities Supervisor as relevant to the position</li> </ul>	5%

\*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.



## Minimum Qualifications

### Education (degree/diploma/certifications)

- Grade 11 Education
- 16+ years old

### Experience

- 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

### Knowledge/Skill/Ability

#### Minimum

- Exceptional customer service skills
- Ability to deal effectively with the public
- Ability to work with minimal supervision
- Good leadership and interpersonal skills
- Proficient ice skater

#### Preferred

- Experience in a facility operations environment
- Knowledge of cleaning procedures
- Emergency first aid and/or CPR
- WHMIS Trained



## 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
Contractor / Consultants	Rare	Provide access when previously arranged
Municipal Departments	Rare	Provide staff and equipment assistance

## Work Conditions

This position's time will be spent predominantly in the municipal arenas. With occasional work in other recreation facilities such as: community centers, parks, trails, gardens, grounds and playfields.

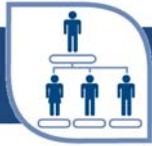
An hour of work is on a rotation schedule which will include evenings and weekend work.

This position works with potentially hazardous cleaning products controlled under WHMIS. The use of Personal Protective Equipment will be required when prescribed.



## 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> Facility Attendant	<b>Division:</b> Facilities/Parks
<b>Department:</b> Community Services	<b>Classification:</b> Non Union
<b>Branch:</b> Facilities Services	<b>Reports to (Direct):</b> Facility Services Supervisor, Lead Hand or Facility Operator on Duty
<b>Position(s) Supervised Directly:</b> None	<b>Position(s) Supervised (Indirectly):</b> N/A
<b>Effective Date:</b> July 6, 2017	<b>Revision Date:</b> July 21, 2017
<b>Equivalency Code:</b> N/A	<b>Hours per week:</b> Varies