

## **Municipality of Oliver Paipoonge**

### **JOB POSTING**

**Title:** Temporary Full-Time Maintenance Worker  
**Department:** Community Services (Nor-West Recreation Centre)  
**Group:** Union LiUNA 607  
**Supervisor:** Director of Operations  
**Date:** May 16, 2022 (position ends on Sept 23/ 2022)

#### **POSITION SUMMARY:**

Reporting to the Director of Operations, the Maintenance Worker is responsible to perform work tasks as assigned and directed to implement, conduct, administer and monitor all of the community services in the Municipality including the maintenance of all buildings, vehicles and equipment. When required the Maintenance Worker provides direction to community services employees.

#### **DUTIES AND RESPONSIBILITIES:**

1. When required provides direction to crew to complete work in a timely and efficient manner.
2. When required assists with scheduling of activities.
3. Ensures employees work in a safe manner, adhering to the Occupational Health and Safety Act and the Municipality's Health and Safety policies and procedures.
4. Performs the duties of Landfill Attendant or Part-Time Arena Employee as required.
5. Shows initiative by undertaking appropriate tasks without supervisory assignment.
6. Performs ice installation and maintenance including flooding and painting at Nor West Arena.
7. Performs repairs and maintenance in the Nor West Arena ice plant that requires no more than Basic Refrigeration Certification.
8. Directs others to perform and/or performs general repairs and maintenance and cleaning of recreation and other municipal facilities.
9. Directs others to perform and/or performs grass cutting and trimming, brushing, landscaping and general maintenance on recreation grounds, cemetery and other municipal properties.
10. Directs others to perform and/or performs tasks for interments at cemetery including locating and measuring lots, opening and closing graves and marking headstone locations.
11. Is proficient in the operation and maintenance requirements of all equipment.
12. Performs minor mechanical repairs on equipment.
13. Ensures that daily equipment and vehicle documentation requirements are followed.
14. Ensures that weekly health and safety talks are performed and documented.
15. Documents and reports all damage and accidents immediately and provides written incident reports.

16. Provides and maintains all reconciliation records for deliverables and ensures transfer of information to Director of Operations.
17. Liaise with the public in a professional and effective way, referring complex inquiries or requests to the Director.

**QUALIFICATIONS:**

- Must have secondary school diploma or equivalent
- Must maintain a valid Class "G" driver's license with a good driving record.
- Must obtain and maintain a First Aid/CPR certificate.
- Class "B" Refrigeration certification, Certified Ice Technician (CIT) designation or Certified Manager of Landfill Operations designation are assets
- Must be flexible to work evenings, weekends, and holidays.
- Must be able to perform physical work.

**KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:**

- Knowledge of refrigeration and ice plant operation
- Knowledge, proven and documented, of building construction and maintenance including carpentry, plumbing, painting, heating and air conditioning, water and septic systems
- Knowledge of landfill operations and legislation
- Knowledge of cemetery operations and legislation
- Knowledge of mechanical operation and vehicle and equipment operation and servicing
- Ability to plan, assign and supervise the work of subordinates
- Ability to create and maintain logs, schedules and reports for work activities
- Ability to work well with others including employees, contractors and volunteers and interact well with members of the public
- Knowledge of occupational health and safety

**WORKING CONDITIONS AND PHYSICAL EFFORT:**

- Work is normally performed in both an outdoor and indoor construction/industrial environment.
- Limited to medium physical effort required normally. Heavy physical effort required periodically
- Limited to medium exposure to physical risk.

**DEADLINE FOR SUBMISSIONS IS FRIDAY MAY 27, 2022, AT 4:00 P.M.**

Temporary Full Time (Ending September 23, 2022)

40 hours per week

Wages: As per the Collective agreement

The Municipality of Oliver Paipoonge is an equal opportunity employer.

Reasonable accommodations are available upon request for all parts of the recruitment process.

Only candidates selected for an interview will be contacted. Applicant information is collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act.

Forward resumes directly to:

Human Resources Clerk

Municipality of Oliver Paipoonge

3250 Hwy.130 Rosslyn, Ontario P7K 0B1

FAX: (807) 935-2161

Email: [humanresources@oliverpaipoonge.on.ca](mailto:humanresources@oliverpaipoonge.on.ca)