

As Canada's fastest growing municipality (based on 2021 Census data), the Town of East Gwillimbury is located along Highway 404 in northern York Region and is as a premier center for growth within the GTA. We are proud of our award-winning focus on modernization, innovation, and creativity. Those joining Team EG will use that lens to help shape our growing community. As an Employee Recommended Workplace, employees enjoy a number of benefits including; competitive wages, employee assistance program, social and wellness committees, access to outdoor seating areas and numerous trails which allow you to enjoy the beauty of EG while at work. Come join our team and see the EG difference!

Reporting to the Facilities Supervisor, the Facility Operator I is responsible for the cleaning, upkeep maintenance and care of recreation community facilities. Responsibilities include, but not limited to: regular sweeping, mopping and waxing of washrooms, meeting and banquet facilities, and public spaces; maintaining inventory of materials and supplies; annual deep cleaning of walls, floors and public spaces; equipment inspections, monitoring and record keeping; meeting room set-up and take down; performing minor maintenance to building and equipment; directing the work of part time, seasonal and casual employees while providing excellent customer service. This position provides on-call coverage during evenings, weekends and statutory holidays in accordance with the rotating facility schedule.

Preferred candidates will hold an Ontario Recreation Facilities Association Certified Building Technician (CBT) certification and have completed a related course in housekeeping and cleaning materials and supplies. The successful candidate will have 5 years working experience as a building caretaker/operator in a municipal or community centre operation that included gymnasium/banquet hall facilities and meeting rooms, community offices and private service provider spaces as well as experience directing the work of part time, seasonal and casual staff. In addition, they will have a thorough Working knowledge of the Accessibility for Ontarians With a Disability Act (AODA); Workplace Hazardous Materials Information System (WHMIS); Ontario Building Code; Technical Standards and Safety Authority (TSSA); Fire Code; Electrical Code; Occupational Health and Safety Act (OHSA) and Health Promotion and Protection Act; etc. Basic knowledge of building systems including electrical, plumbing, emergency management, HVAC, fire monitoring and suppression systems and devices, and fire safety plans.

Salary Range: \$55,453- \$65,250 (Band 2)

If you're looking for an opportunity that will enable you to contribute to a growing and inclusive community, please apply and submit your resume and related information online at:

[ADP Workforce Now - Career Centre](#)

Deadline for applications is February 24, 2023.

We thank all applicants for their interest, however, only those being considered for an interview will be contacted.

The Town of East Gwillimbury is committed to diversity and inclusivity in employment and welcomes applications from qualified individuals of diverse backgrounds. In accordance with the [Accessibility for Ontarians with Disabilities Act, 2005](#) and the Ontario Human Rights Code, the Town of East Gwillimbury will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform the Town's Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation. In accordance with the *Municipal Freedom of Information & Protection of Personal Privacy Act*, personal information collected will only be used for candidate selection.