



Part-Time Facility Maintenance Community Services Department

Position Summary

The Town of Milton's Community Services Department requires individuals to fill the part-time role of Facility Maintenance, which includes a variety of duties associated with the operation of multi-use facilities and civic buildings including building / equipment maintenance, janitorial duties and oversight of program facilitation.

Major Job Responsibilities Include:

- Liaises with customers to ensure facility and rental experience is of the highest standard
- Monitors facility to ensure that building security is maintained and the rental permit is adhered to
- Maintain ongoing communication with program, facility, customer service staff and staff in other departments to ensure safe, coordinated service delivery
- Perform facility maintenance, minor repairs and janitorial duties based on daily, weekly and monthly schedules
- Ensure all, policies, facility procedures and health and safety procedures are followed at all times
- Provide set-up and clean-up based on the daily schedule of bookings in meeting rooms / gymnasiums / auditoriums
- Organize, maintain and clean washrooms, janitorial and storage rooms
- Opens and closes building, ensuring alarms are properly set, doors are properly locked/ unlocked etc. Maintain grounds outside facilities; includes garbage collection, snow shoveling and salting as required based on season
- Responsible for safe and efficient operation of facility systems; includes decision making in emergency situations to protect the safety of facility patrons and/or the protection and maintenance of municipal assets
- Provide supervision to other part time staff on shift in the absence of a supervisor, back-up support to a variety of facilities when co-workers are not available
- Comply with all health and safety practices, and the Occupational Health & Safety Act
- Perform other duties as assigned in accordance with department objectives

Skills Required

- Strong organizational, interpersonal and customer service skills
- Effective written and verbal communication skills
- Proven ability to deal cooperatively, efficiently, and effectively with others
- Ability to work constructively in a team environment and act independently as required
- Ability to handle sensitive situations with innovative thinking, strong problem solving, negotiation and dispute resolution skills and mature judgment

Shift work required – evening, weekends and holidays as assigned by Supervisor

Wage Range: \$10.67 to \$12.53 per hour

Interested applicants should submit a cover letter and resume in confidence to:

Town of Milton, Department of Corporate Services,
150 Mary St., Milton, Ontario L9T 6Z5
Attention: Human Resources

Fax: 905-875-5414

E-mail: humanresources@milton.ca

We thank all applicants for their interest in this position; however, only those applicants selected for an interview will be contacted. In accordance with the Freedom of Information and Privacy legislation, applicant information is collected under the authority of the Municipal Act and will be used strictly for candidate selection.

An Equal Opportunity Employer