

HIRING PART TIME FACILITIES ATTENDANT

Are you a dependable, customer-focused individual who enjoys working in a hands-on environment? The Municipality of Bluewater is seeking a Part-Time Facilities Attendant to help maintain and support our recreation facilities, parks, and community events while providing excellent service to facility users.

What you will do

Under the direction of the Facilities Foreman, you'll:

- Perform custodial and maintenance duties in municipal facilities, including washrooms, dressing rooms, lobbies and common areas
- Assist with arena operations including ice maintenance and operation of the ice resurfacers
- Maintain municipal parks, sports fields, splash pads and recreational facilities
- Set up and tear down equipment and furnishings for facility rentals and special events
- Respond to facility user inquiries and provide excellent customer service
- Assist with facility bookings, rental payments, and daily activity schedules
- Monitor facilities and identify maintenance and safety concerns
- Perform seasonal maintenance activities including grass cutting, garbage removal, and grounds maintenance
- Provide first aid assistance as required
- Complete other related duties as assigned.

What you bring

- Minimum age: 16 years
- Valid Class "G" driver's licence (Class G1 may be considered for student applicants)
- Current Standard First Aid & CPR certification
- Vulnerable Sector Check
- Strong customer service, communication, and public relations skills
- Ability to work independently and as part of a team
- Ability to safely operate light machinery and maintenance equipment
- Recreation facility or parks maintenance experience is considered an asset
- Ability to work outdoors in a variety of weather conditions

Work Schedule

Evening and weekend availability is required. Employees may also be scheduled for daytime shifts, holidays, and occasional emergency call-ins based on operational needs.

Work location

Various municipal facilities, arenas, parks, and sports fields throughout the Municipality of Bluewater.

Compensation

- \$18.78 - \$23.48 per hour
- Optional enrollment in the OMERS Pension Plan

Apply

Submit resume by **4:00 pm on October 16, 2026** to Becky Wilson, Administrative Assistant | Email: pwfassistant@municipalityofbluewater.ca

Visit <http://www.municipalityofbluewater.ca/municipal-office/careers/> to view the Job Description.

Additional Information:

- This is an external job posting
- No Canadian experience is required to apply
- No AI or automated systems are used in screening, assessing or selecting applicants

The Municipality of Bluewater is an equal opportunity employer, committed to inclusive hiring practices and providing accommodation throughout the recruitment process. Please let us know your needs in advance.

Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used solely for the purpose of assessing eligibility for employment with the municipality.

We thank all applicants for their interest. Only those selected for an interview will be contacted.

MUNICIPALITY OF BLUEWATER

POSITION DESCRIPTION: Facilities Attendant

DEPARTMENT: Facilities

REPORTS TO: Facilities Foreman

POSITIONS SUPERVISED: None

PAY STATUS: Hourly

Position Summary

Under the direction of the Facilities Foreman, the Facilities Attendant provides, maintenance, some facility supervision, customer service and custodial services for municipal recreation facilities, properties and events as required.

Major Responsibilities:

Maintenance and Custodial

Maintains facilities for routine maintenance and cleanliness including dressing rooms, sidewalks, lobbies, and bathrooms.

Performs seasonal maintenance including grass cutting, outdoor washroom cleaning, monitoring and removing garbage.

Empties garbage as required.

Performs ice related duties such as resurfacing ice, changing nets, and performing basic ice resurfacers operation.

Maintains outdoor playing surfaces, parks, ball diamonds, splash pads and fields seasonally as required.

Provides maintenance and janitorial services for other municipal buildings as required under the direction of the Facilities Foreman.

Adheres to all safety guidelines in accordance with the Occupational Health and Safety Act.

Facility Supervision and Program Support

Receives and records requests for facilities usage/rentals and informs full time staff members.

Sets up, and cleans up facilities for events, when required.

Liaises with onsite user groups regarding group's needs.

Responds to concerns and addresses complaints regarding facilities in a responsible and timely manner.

Reviews assignments and daily schedule of events at the start of each shift to ensure the facility is ready for use.

Receives payments, and counts.

May be called upon to administer first aid.

Performs other duties as assigned.

More Details:

Occasional use of judgement when dealing with members of the public.

Problems are addressed in a routine manner.

Qualifications:

Ability to operate a variety of light machinery and maintenance equipment safely and efficiently.

Facility experience is an asset.

Strong interpersonal, communication and public relations skills and the ability to deal positively with customers and children.

Able to work independently with minimal supervision and as a member of a team.

Available to work flexible hours including days, evenings, weekends, and holidays, and flexibility to accept last-minute shifts considered an asset.

First Aid and CPR.

Vulnerable Sector Criminal Record Check.

Valid Class "G" driver licence.

Working Conditions:

Able to work independently and alone from time to time.

Work is performed in a municipal recreation facility or park with some risk of exposure to chemicals, oily, hot machinery.

Frequent dealings with the public.

Occasional exposure to unpleasant or irate people

Work involves frequent bending, lifting, climbing, and carrying.

Incumbent is required to work shift work, including evenings and weekends and is expected to report to work in emergency situations where possible.

Required to work in all weather conditions which may be extreme at times (i.e., precipitation, cold, heat).

Working schedule assigned by Facility Foreman and/or Supervisor of Facilities.

Approvals:

Incumbent

Date

Manager

Date