



HIRING FULL-TIME FACILITY OPERATOR

Are you a hands-on, customer-focused individual with facility maintenance experience? The Municipality of Bluewater is seeking a Full-Time Facility Operator to help operate and maintain municipal facilities, parks, recreational amenities, and related equipment while ensuring safe and welcoming spaces for our residents and visitors.

What you will do

- Operate and maintain municipal facilities and related equipment.
- Custodial, maintenance, and repair duties to ensure facilities remain safe, clean, and attractive.
- Complete ice installation, resurfacing, maintenance, and removal activities.
- Maintain parks, ball diamonds, splash pads, and other municipal recreational facilities.
- Monitor building systems and complete routine inspections and documentation.
- Set up and tear down facilities for rentals, programs, and community events.
- Respond to facility concerns and customer inquiries in a timely and professional manner.
- Operate a variety of equipment including ice resurfacers, power tools, and light machinery.
- Assist with snow clearing, grounds maintenance, and seasonal operational activities.
- Provide excellent customer service to facility users, user groups, and the public.

What you bring

- Secondary school diploma or equivalent.
- Minimum one year of related facility maintenance experience.
- Strong interpersonal, communication, and customer service skills.
- Ability to operate light machinery and maintenance equipment safely and efficiently.
- Ability to work independently with minimal supervision.
- Current Standard First Aid and CPR Certification.
- Valid Class G Driver's Licence.
- Vulnerable Sector Check.
- Ability to work flexible hours including evenings, weekends, holidays, and emergency call-ins.

Work Schedule

- 40 hours per week
- Days, evenings, weekends, statutory holidays, and on-call emergency response as required.

Work location

Municipal facilities throughout the Municipality of Bluewater.

Compensation

\$26.48 to \$33.10 per hour (40 hours per week)

Additional benefits include:

- Enrollment in the OMERS Pension Plan
- Extended health and dental benefits
- Employee and Family Assistance Program

Apply

Submit resume by **4:00 p.m. 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 and 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 exclusively to determine eligibility for employment with the Municipality of Bluewater. By submitting your information, you consent to its collection, use, and disclosure for purposes related to recruitment, hiring, and employment. This information will be used solely for job selection.

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

MUNICIPALITY OF BLUEWATER

POSITION DESCRIPTION: Facility Operator

DEPARTMENT: Facilities

REPORTS TO: Facilities Foreman and Facilities Supervisor

POSITIONS SUPERVISED: None

PAY STATUS: Full Time (40 hours per week)

Position Summary

Under the direction of the Facilities Foreman, the Facility operator is responsible for the operation of municipal facilities and related equipment. Performs maintenance and janitorial duties and ensures the facilities are safe for the usage of the public and staff and completes all associated and required documentations and inspections. Conducts ice, floor, park, and facility maintenance utilizing a variety of equipment/vehicles including ice resurfacers, sweepers, hand tools and power tools. Provide exemplary customer service to all patrons and guests.

Major Responsibilities:

MAINTENANCE AND CUSTODIAL

Ensures that the facilities are maintained in a safe, clean, and attractive condition.

Updates Facilities Foreman on stock of cleaning supplies.

Under the supervision of the Facilities Supervisor and Facilities Foreman, assist with scheduling and supervision of part time employees.

Carries out the process of ice installation, maintenance, removal, and other related duties as required.

Records regularly refrigeration compressor logs, performs basic maintenance such as oiling, cleaning, etc. as specified under the Pressure Vessel Safety Act, monitors contractor maintenance.

Performs ice related duties such as resurfacing ice, changing nets, and performs ice resurfacer maintenance including changing blades, tires, oil etc.

Performs routine maintenance and contacts appropriate personnel for emergency maintenance under the direction of the Facilities Supervisor, such as plumbing, electrical, H.V.A.C., and other related building systems.

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

Cleans sidewalks, sweeps and cleans dressing rooms, washrooms and other areas.

Assists with repairs or minor alterations to building (ie. carpentry, plumbing, painting, etc.).

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

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

Safe handling and storage of chemicals and fuels

Participates in beach cleanup as required.

Performs other duties as assigned.

FACILITY SUPERVISION AND PROGRAM SUPPORT

Receives and records requests for facilities usage/rentals.

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

Ensures an adequate level of comfort is maintained through, H.V.A.C. equipment, adjusting controls as necessary.

Liaises with user groups regarding facility rentals and makes necessary arrangements for events.

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.

Maintains and records maintenance on mechanical, life safety devices (fire related), electrical equipment, first aid supplies, elevating devices, accidents etc.

Inform the Supervisor of potentially dangerous situations, unmaintained areas, incidences, or occurrences that would affect the safety of the staff or general public and completion of incident reports.

Snowplows facility parking lots as required, and shovels/salts emergency exits and walkways.

Receives payments, counts, verifies, and records daily receipts.

Maintains and/or works with security, for effective control of events.

Helps promote facility usage.

Strong organizational skills are key to accomplishing daily tasks and meeting deadlines.

Strong written and verbal communication skills ensure that the municipality's position on certain issues is communicated in a clear and precise manner.

Under the direction of the Facility Foreman, assists in the preparation and collection of receipts, invoices, timesheets, purchases etc.

May be called upon to administer first aid.

Performs other duties as assigned.

More Details:

Routinely uses judgement in decision making (i.e., safety of guests and staff team members).

Some creativity is required to deal with unforeseen circumstances (i.e., equipment failure).

Provide feedback and input on procedures. Assist in creation of policies, procedures and systems as required.

Limited safeguarding of confidential information relating to facility invoicing and payments.

Provides functional advice and guidance to Facility Attendants and Summer Students.

Qualifications:

Secondary school diploma or suitable equivalent.

A basic knowledge of computers, Microsoft Office suite.

Basic Arena Refrigeration (or Advanced Refrigeration Operator) or other ORFA/OPA courses/designations an asset.

Working at Heights Certification.

Propane Handling Certification.

Elevator Lift Certification an asset.

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

A minimum of one-year related facility experience.

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

Able to work independently with minimal supervision.

Ability to work shifts including evening, weekends and holidays.

Vulnerable Sector Background Check.

Minimum Valid Class “G” driver licence.

Standard First Aid/CPR Certificate.

Working Conditions:

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

Work is physically strenuous including, but is not limited to, shoveling, raking, sweeping, bending, lifting, carrying and the use of equipment and supplies.

Required to work in all weather conditions which may be extreme at times (precipitation, cold, heat both indoors and outdoors).

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

Required to work independently and alone from time to time.

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

Approvals:

Incumbent

Date

Manager

Date