



# EDWARDSBURGH CARDINAL

## *JOB DESCRIPTION*

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<b>JOB TITLE: Student Facility Attendant (Part-time)</b>
<b>DEPARTMENT: Parks &amp; Recreation</b>
<b>DIVISION: Facilities</b>
<b>REPORTS TO: Facilities Manager</b>

### **Position Summary:**

Under the direction of the Facilities Lead Hand, the Facilities Attendant will assist in the maintenance of Township facilities.

### **Position Qualifications:**

- WHMIS, Standard First Aid and CPR Level C Certification considered an asset
- Excellent customer service skills
- Understanding of appropriate safety precautions
- Strong ability in taking direction and following through with the given task
- Demonstrated ability to work independently
- Demonstrated ability to operate mechanical equipment
- Knowledge of, or experience with facility maintenance considered an asset
- Valid and in good standing Class G Drivers licence considered an asset

**Position Description:**

- Maintenance of Township facilities including janitorial duties
- Ensure proper maintenance of all facilities and equipment
- Work in compliance with all Workplace Health and Safety legislation in accordance with the Occupational Health and Safety Act
- Interacts with various user groups of the facilities to ensure smooth operations
- Ensures excellent customer services to all facility users, maintaining a positive image of the Township and ensuring that the municipal facilities and services are profiled in a positive manner
- Performs other duties relevant to the position as assigned

**Working Conditions:**

- Ability to have flexibility in hours of work including evenings and weekends as it relates to operational requirements
- Requires steel toe safety shoes
- Ability to lift and move objects under 50 pounds
- Capable of performing essential physical requirements of the position
- Attend meetings and training as required
- Exposure to elements such as inclement weather (extreme heat and/or cold), chemicals, dust, waste site environment, garbage and noise