



**Community Services
Facility Operator
FULL-TIME PERMENANT OPPORTUNITY (Unionized Position)**

Department: Community Services
Reports To: Manager of Community Services
Starting Date: June 2026
Vacancy Disclosure: This posting is for an existing full-time permanent vacancy within the Municipality of North Middlesex.

Position Summary:

Reporting to the Manager of Community Services, the Facility Operator is responsible for duties related to the day-to-day operation and maintenance of municipal recreational facilities, including but not limited to the arena, community centre, fire hall, parks, gardens, grounds, and playfields. This position works collaboratively in a team environment alongside other operators, seasonal staff, and contractors to ensure the safe, efficient operation and maintenance of these facilities.

Responsibilities:

- Provide minor construction, repair, security, and maintenance services for municipal facilities and properties in accordance with provincial legislation and Council policies and direction.
- Monitor and maintain facility mechanical systems including HVAC systems, boilers, and refrigeration equipment, ensuring required logs and documentation are completed accurately.
- Maintain ice surfaces, perform plant readings, operate and maintain the ice resurface, and complete required operational logs and records.
- Assist community groups with the setup, operation, and teardown of municipal facilities for events, programs, and public rentals.
- Liaise with members of the public regarding municipal facility operations and provide assistance as required.
- Maintain regular communication with the Manager of Community Services to identify and resolve operational issues, respond to public concerns, and provide updates on complaints or emerging matters.
- Support energy efficiency initiatives by monitoring facility operations, helping control utility costs, and reporting risk management concerns related to municipal facilities.
- Maintain the security of municipal buildings by ensuring doors, alarms, and facility access points are properly secured.
- Provide assistance and guidance to the public regarding the safe use of municipal facilities.
- Identify maintenance or operational expenses and bring forward recommendations for approval by the Manager of Community Services.
- Assist in the establishment and operation of emergency reception centres when required.
- Act as the Overall Responsible Operator when authorized by the Manager of Community Services.
- Assist and coordinate with contractors, suppliers, and service providers involved in facility maintenance and operations as directed.
- Maintain high safety standards for both employees and the public, ensuring compliance with applicable legislation including the Occupational Health and Safety Act and WHMIS.

- Follow and support the Municipality's health and safety policies, procedures, and safe work practices.
- Participate in performance evaluations and identify training and professional development opportunities with the Manager.
- Performs related and other duties as assigned.

Note: All activities are expected to be performed safely, in accordance with the Occupational Health and Safety Act and its Regulations, along with Corporate Safety policies, procedures and programs. In addition, all necessary personal protective equipment must be used and maintained in good condition.

Qualifications and Experience:

Preferred Experience

- Ontario Secondary School Diploma or equivalent.
- Basic Refrigeration Certificate and Certified Ice Technician (CIT) through the Ontario Recreational Facilities Association and Certified Building Technician (C.B.T.)
- Minimum Two (2) to Three (3) years of progressive experience in recreation, facility and/or park operations, including maintenance and repair experience or related experience considered an asset.

Knowledge, Skills and Abilities

- A working knowledge of basic building construction and maintenance, including electrical, plumbing, HVAC and basic refrigeration.
- Effective written and oral communication skills, as well as experience in reading, listening and following directions
- Completing mathematical calculations for working with equipment and materials.
- Ability to read operating manuals, schedules and construction plans.
- Training in the safe and effective operation and care of tools, equipment, machinery and other resources of the Parks and Recreation Department, including tractor, mower, line trimmer, floor scrubbers, pickup truck, ice re-surfacer, compressors and hand tools.
- Ability to deal with the public with diplomacy and tact.
- Knowledge of liquor licensing provisions, including Smart Serve certification.
- Ability to follow through with assigned tasks, to ask questions and ensure that the tasks are completed in an effective, timely and efficient manner, based on policy or supervisory direction.
- Following procedures, policies and other documentation required to effectively deliver the Municipality's facilities programs.
- Ability to regularly lift more than 25 kg.
- Must have a keen interest in working in a team environment.
- Must have excellent internal and external customer service abilities.
- Experience with maintaining buildings, parks, playfield maintenance
- Must be physically capable of carrying out the essential duties of the job.
- Maintains a valid Class G license (Driver's Abstract required).

Hours & Conditions of Work

- 40 hours per week, Monday to Friday

- Driving municipal vehicle and equipment or performing manual work in an open outside environment in all types of weather, on an as needed basis, with occasional periods in an inside setting.
- Attend staff and training meetings as required.
- Ability to work rotating shifts on nights and weekends.
- Occasionally working with two or three functions simultaneously, some with large groups in the hundreds.
- Interactions are generally courteous and collaborative; required to ensure full understanding of information or decisions; resolves conflict and obtains willing action or consent.

Compensation:

- \$26.28-\$27.78 per hour

Artificial Intelligence Disclosure:

The Municipality of North Middlesex does not use artificial intelligence (AI) to screen or assess applicants during the recruitment process.

Ready to Apply?

Interested applicants are invited to submit a resume or letter of interest before 4:30 PM on **Thursday, June 4, 2026**, to:

Anica Peter, Manager of Human Resources and Health & Safety
Municipality of North Middlesex
229 Parkhill Main Street
Parkhill, ON N0M 2K0
Email: hr@northmiddlesex.on.ca

The Municipality of North Middlesex is an equal opportunity employer. Accommodation is available for all parts of the recruitment process. Applicants need to make their needs known in advance.

All applicants are thanked for their interest, but only those selected for an interview will be further contacted. Information gathered is under the authority of the Municipal Freedom of Information and Protection of Privacy Act and shall only be used for candidate selection purposes.