
Employment Opportunity Available

Facility Monitor Part-time Positions

The Township of Springwater, located in the heart of Simcoe County, is a mixed urban/rural municipality with growing urban settlements and a prosperous agricultural sector. The municipality is currently recruiting for the position of **Facility Monitor(s)**.

Reporting to the Recreation, Parks & Properties Supervisor, the Facility Monitor will be responsible for the ongoing supervision and maintenance of assigned facilities, ensure smooth operation of all functions under their supervision, have regard for public safety and provide superior customer service at all times.

Facility Monitors will be responsible to open and close facilities, meet and greet clients, provide a full orientation of the facility, and complete any room set-up and clean-up. They will undertake minor repairs, report any damage to the facility or equipment, and complete all necessary paperwork. They will also complete other duties as assigned.

Qualifications and Experience

- Completion of Secondary School Diploma is required
- Minimum of 2 to 5 years related experience, ideally with facility operations experience or equivalent with experience in various aspects of the workplace or in a general customer service environment is preferred.
- Responsible self-starter with good time management skills and ability to organize and complete all tasks with minimal supervision and within given time frames
- Good communication and interpersonal skills are required to deal with diverse individuals and confidence to address conflict situations with tact and diplomacy
- Knowledge of cleaning and housekeeping practice and facility management is required
- Ability to perform general maintenance and manual labour as assigned
- Hold a valid Class 'G' driver's license in good standing with a satisfactory driving record
- Hold a valid Standard First Aid and CPR certificate with Automatic External Defibrillator Certification
- Must be available to work days, afternoons, evenings, weekends and statutory holidays
- As a condition of employment, the successful candidate(s) must pass a Vulnerable Sector Screening Police Report

Salary Range: Level 1 - \$14.44 to \$16.90 per hour (2018 rate)

Hour of Work: This position is a part-time position with no set schedule of hours. There are no guaranteed minimum hours per week; Facility Monitors work a variety of shifts including days, evenings, weekends, and statutory holidays based on facility bookings as assigned by the Recreation, Parks and Properties Supervisor or designate

Resumes will be accepted until **12:00 noon on Friday, March 2, 2018**. Resumes can be mailed, dropped off or emailed (Word or PDF format only) to the following:

Facility Monitor Competition

Attn: Erin DeVreede, CHRL
Manager of Human Resources
Township of Springwater
2231 Nursery Rd.
Minesing, ON L9X 1A8
recruitment@springwater.ca

The Township thanks all applicants for their interest. Only those candidates selected for an interview will be contacted. Personal information is collected under the authority of the *Municipal Act* and is used to determine eligibility for potential employment.

Please contact the municipality for availability of accommodations for applicants with a disability.