



The Corporation of the Municipality of West Nipissing

JOB DESCRIPTION

DATE: July 30, 2026

POSITION:	Part-Time Maintenance (Community Services)
REPORTING TO:	Facility Manager, Community Services
HOURS OF WORK:	0-24 hours per week, as assigned, including weekends and evenings
SALARY:	\$33.37/hourly, as per rate stipulated in the Collective Agreement

DUTIES:

- Perform general janitorial and maintenance duties for municipal facilities including office buildings, arenas, parks, playgrounds, pool, fitness centres, community halls, outdoor rinks, etc.

QUALIFICATIONS & REQUIREMENTS:

- Minimum Grade 12 education or equivalent
- Have and maintain a valid Class G driver's license with clean abstract
- Must have and maintain a clean criminal record and/or must be able to obtain and maintain required security clearances to work in federal and provincial facilities
- Operates vehicle in accordance with Occupational and Safety Health Act (OSHA) and Ministry of Transportation (MTO) requirements as well as all local, provincial and federal requirements and Company expectations for the Fleet; maintains a clean and safe vehicle.
- Must be of a physical condition that allows them to perform as a member of the maintenance crew.
- Pool operator certificate or equivalent working experience.
- Ice making and maintenance certificate or equivalent working experience.
- Basic refrigeration certification.
- Cardio Pulmonary Resuscitation (C.P.R.), first aid & WHIMIS.
- Knowledge of computers/industry operating systems.
- Basic electrical, mechanical and chemical knowledge.
- Ability to operate and maintain vehicles and equipment.
- Problem solving capabilities.
- Demonstrated organizational and time management skills.
- Defibrillator training (where required).

- Ability to communicate in both official languages (oral and written).
 - Great customer service skills.
 - Ability to adapt to changing conditions.
 - Ability to work both independently and as a member of a team, with little or no supervision.
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Applications for this position will be accepted, in confidence, until **August 21, 2026 at 4:00 p.m.**

Please clearly identify the position you are applying for and include the job title in the email subject line. Resumes and cover letters must be submitted as Word or PDF attachments only. Incomplete applications or submissions in other formats will not be considered.

Applicants are to send a resume to: Sonal Brahmabhatt CHRP, HR/Payroll Coordinator
101-225 Holditch Street, Sturgeon Falls, ON P2B 1T1
e-mail: hr@westnipissing.ca

While we appreciate the interest of all applicants, only those selected for an interview will be contacted.

The Municipality of West Nipissing welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.