



## JOB DESCRIPTION

The City of Orillia has openings for the positions of Summer Facility Operator/Attendant. Hours of work will vary depending on the requirements of various facilities.

## DUTIES

- Facility operation including communicating with user groups, function set-up and dismantling, and rental supervision.
- Daily maintenance and janitorial requirements of the building's interior and exterior.
- Daily washroom and parks outbuilding cleaning and maintenance.
- Other duties as assigned.

## QUALIFICATIONS

- Grade 12 or equivalent.
- Strong customer service, organizational and decision making skills.
- Proven ability to work independently, with minimal supervision.
- Must possess a valid Full Class 'G' Ontario driver's licence with an acceptable driver's abstract.
- Experience operating equipment such as trucks, floor scrubbers, power tools, hand tools, cleaning and building maintenance tools.
- Previous experience as a facility operator, with janitorial experience would be an asset.

Shifts and work hours vary weekly. All positions will include evening and weekend shifts. The successful candidate will be required to obtain a Criminal Record Check with a Vulnerable Sector Check at their expense.

Join us at Rotary Place on **January 16, 2019** from **4:00 p.m. – 7:00 p.m.** for our Parks, Recreation and Culture Job Fair! See what positions will be available at the new Orillia Recreation Centre, and apply for summer jobs!

Compensation for this position is \$16.00 per hour which includes \$1.00 contract completion bonus which is to be paid at the end of summer. Interested applicants are invited to submit their resume (in MS Word or PDF format) in confidence by **February 1, 2019, at 4:00 p.m.** to:

Lori Bolton, CHRL,  
Director of Human Resources,  
City of Orillia,  
50 Andrew Street South, Suite 300  
Orillia, ON L3V 7T5  
Fax: (705) 325-5904  
Email: [lbolton@orillia.ca](mailto:lbolton@orillia.ca)

Note: The City of Orillia is committed to an inclusive, barrier-free environment. Accommodation will be provided in all steps of the hiring process. Please advise the City of Orillia Human Resources Department if you require any accommodations to ensure you can participate fully and equally during the recruitment and selection process. We thank all applicants that apply and advise that only those to be interviewed will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act 2001, S.O. 2001, c. 25., and will be used for the purpose of candidate selection. Questions about this collection should be directed to the Freedom of Information Coordinator, City of Orillia, 50 Andrew St. S., Orillia ON L3V 7T5.