

Facility Attendant

RECRUITMENT 2025-COMM-43

The Town of Smiths Falls is a vibrant, progressive single tier municipality with a population of 9000. One of Eastern Ontario's most scenic communities, we are centrally located within an hour of Ottawa, Kingston, Brockville and the US Border. The Town provides high quality and affordable life for its residents and is nestled in between prime water frontage along the Rideau Canal – a UNESCO World Heritage site and has many beautiful heritage buildings and recreational facilities.

The Town is accepting applications for the casual position of Facility Attendant. Under the direction of the Facilities Operation Lead Hand, the Facility Attendant will be responsible for ensuring the smooth operation and cleanliness of our indoor and outdoor recreational facilities including parks, trails, playgrounds, and arenas. This individual will play a crucial role in providing a positive experience for visitors, athletes, and event attendees.

Key Duties and Responsibilities:

- Ensure that all areas of the facility are clean, organized and well-maintained.
- Assist with set up and tear down requirements for the facility users.
- Assist in the ice making process and maintenance of the ice surface.
- Provide assistance and information to user groups during use of Town facilities.
- Operate and maintain various facility equipment and ensure they are in working order for events.
- Collaborate with other staff members and departments to ensure seamless coordination of facility activities.
- Perform Grass Maintenance activities including mowing, edging and weeding.

Skills and Qualifications:

- Minimum Grade 10 or equivalent.
- Valid Standard First Aid and CPR 'C' or willingness to obtain within 3 months of hire.
- Valid Class 'G' driver's license.
- Provision of satisfactory valid Criminal Record Check and Vulnerable Sector Report.
- Ability to work independently or part of a team.
- Strong attention to detail and commitment to maintain cleanliness and orderliness.
- Experience using lawn maintenance equipment.
- Flexibility to adapt to changing work assignments.
- Strong communication and intrapersonal skill.
- Exceptional customer service skills.

Position Type: Casual
Hours of Work: Shifts as scheduled (including days, evenings, weekends and Statutory Holidays)
Wages: Non-union, Band B of the pay grid system (\$18.84 to \$21.91) per hour

How to Apply:

Qualified applicants are invited to submit their resume and cover letter quoting recruitment number 2025-COMM-43 by **Friday November 7, 2025 at 4:00 p.m.**, to Nadine Bennett, Human Resources Advisor, Town of Smiths Falls, P.O. Box 695, 77 Beckwith Street North, Smiths Falls, Ontario, K7A 4T6 or via email at careers@smithsfalls.ca

It is preferred that emailed applications be submitted in one file preferable in MSWord or Adobe format.

The Town of Smiths Falls is an equal opportunity employer, committed to ensuring all candidates are able to participate in the interview process fully and equally. If contacted for employment, please let us know if you require any accommodations to ensure you can participate fully and equally during the recruitment and selection process. We thank all applicants for their interest and only those selected for an interview will be contacted.

Personal information collected from applications is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act, and will be used to determine qualifications for employment. Questions about the collection of Information should be directed to the Clerk at the address indicated above.