

## **EMPLOYMENT OPPORTUNITY**

### **The Town of Smiths Falls Requires One (1) Full-Time BUILDING MAINTENANCE LEAD HAND**

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 waterfrontage along the Rideau Canal – a UNESCO World Heritage site, and has many beautiful heritage buildings and recreational facilities.

Reporting to the Operations Supervisor, the Building Maintenance Lead Hand is responsible for planned and unplanned maintenance, repair needs of Municipal Facilities and the coordination of trade partners. The Building Maintenance Lead Hand is responsible to troubleshoot and arrange for the repair in a timely and efficient manner. The Building Maintenance Lead Hand provides supervision and direction to custodial staff including assignment of tasks, administrative duties and disciplinary management as required. This position participates in the on-call rotation and may require call-backs and emergency responses to after-hours building maintenance issues.

To be considered for this position, you must have sound knowledge of construction and building repair, the ability to troubleshoot challenges, be deadline and detail-oriented and self-motivated to work with minimal supervision. The ideal candidate will have a supervisory experience and a clear understanding of all relevant safety related legislations policies and the ability to carry out tasks in line with organizational Safety Policy Procedures.

Additional qualifications include:

- Minimum Education: Ontario Secondary School Graduation Diploma or equivalent education in related to experience
- Valid Class G Ontario Drivers Licence
- Vulnerable Sector Check, and
- Standard First Aid, CPR & AED considered an asset
- Good physical health
- Ability to work a flexible work schedule including evenings, weekends and holidays

Qualified applicants are invited to submit their resumes by Tuesday September 26, 2023, no later than 4:00 p.m., to Nadine Bennett, Human Resources Advisor, Town of Smiths Falls, via email at [hr@smithsfalls.ca](mailto:hr@smithsfalls.ca)

*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.*