

## **Facility Attendant**

### **Two (2) Positions Available**

#### **RECRUITMENT 2026-COMM-15**

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 two (2) casual positions 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, cemetery 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 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:** Up to 40 hours per week. No minimum hours guaranteed  
Shifts as scheduled (including days, evenings, weekends and Statutory Holidays)

**Wages:** Non-union, Band B of the pay grid system (\$19.21/hr - \$22.35/hr) per hour

#### **How to Apply:**

Qualified applicants are invited to submit their resume and cover letter quoting recruitment number 2026-COMM-15 by **Friday March 20, 2026 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](mailto: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.*



**JOB DESCRIPTION**

<b>POSITION:</b>	Facility Attendant
<b>DEPARTMENT:</b>	Community Services
<b>EMPLOYEE GROUP:</b>	Non-Union
<b>PAY GRID:</b>	Band B
<b>SUPERVISOR:</b>	Parks and Recreation Operations Lead Hand
<b>REVISION DATE:</b>	July 2023

**POSITION SUMMARY AND SCOPE:** The Community Services 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.

This position is casual and on an as-needed basis. Facility Attendants may be provided up to 40 hours/week.

**DUTIES AND RESPONSIBILITIES:**

**Facility Maintenance:**

Assist in the performing routine inspections of the indoor and outdoor facilities to identify and address maintenance needs promptly.

Ensure that all areas of the facility, including seating areas, restrooms, and common spaces, are clean, organized, and well-maintained.

Assist in adhering to all cleaning and maintenance standards including sweeping and mopping floors, cleaning glass and windows, changing garbage and cleaning washroom facilities as needed throughout the shift.

Assist with set up and tear down requirements for facility users including setting up tables and chairs, stage pieces, sound system, tents, barricades, etc.

Assist in the ice making process and assist with maintenance of the ice surface including moving the hockey nets for the Operator during ice floods.

Assist in keeping parking lot and entrances clean, clear of garbage, cigarette butts and snow and ice.

**Security and Safety:**

Monitor facilities to ensure the safety and security of all visitors, user groups, and staff.

Enforce facility rules and regulations to maintain a secure environment.

Respond promptly to emergencies and follow established procedures for evacuation and first aid.

**Customer Service:**

Provide assistance and information to user groups during use of Town facilities.

Interact with visitors in a courteous and helpful manner, providing information and assistance as needed.

Address customer inquiries and concerns promptly and professionally.

**Equipment Operation:**

Operate and maintain various facility equipment, such as sound systems, lighting, and scoreboard, ensuring they are in working order for events.

Park and playground maintenance will seasonally also be required which may include the operation of lawn care equipment and other various pieces of equipment including ice edgers etc.

**Team Collaboration:**

Collaborate with other staff members and departments to ensure seamless coordination of facility activities.

Participate in training sessions and meetings to stay informed about facility protocols and procedures.

**EDUCATIONAL REQUIREMENTS AND EXPERIENCE:**

- 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.

**SKILLS AND COMPETENCIES:**

- Physical capability to perform repetitive bending, lifting (up to 25 lbs), reaching, and standing for extended periods.
- Ability to work independently and as part of a team, following established cleaning schedules and procedures.
- Strong attention to detail and commitment to maintaining cleanliness and orderliness.
- Flexibility to adapt to changing work assignments.
- Strong communication and interpersonal skills to foster effective relationships with stakeholders, colleagues, and the general public.

**WORKING CONDITIONS:** Indoor and outdoor

**PHYSICAL DEMANDS:** This position has numerous physical demands include bending, handling custodial tools and equipment (e.g. floor machines), lifting (up to 25 lbs), and standing for extended periods. Occasional exposure to varying temperatures and weather conditions during travel between buildings.

Workday requires periods of physical effort to complete duties satisfactorily. Candidates can anticipate a medium amount of physical fatigue.

**MENTAL DEMANDS:**

Visual acuity to assess cleanliness and identify maintenance needs.

Auditory ability to detect equipment malfunctions or alerts.

Minimal mental concentration is required.

Weeknights and weekend work may cause mental fatigue and typically there is an increased effort due the number of people and the varied nature of requests and issues.

Constant contact with the public.

Ability to accommodate evening shift scheduling.

Required to regularly work weekends in a coordinated schedule in order to maintain seven day a week operation of facilities.

**SAFETY:**

All employees must follow the Town's Health and Safety Policy and comply with the Occupational Health and Safety Act.

**WORKING RELATIONSHIPS:**

<b>INTERNAL</b>	Parks and Recreation Operations Staff, including arena, maintenance and cemetery staff
<b>EXTERNAL</b>	General Public