



The Corporation of the Municipality of West Nipissing

## JOB DESCRIPTION

**DATE:** November 27, 2025

<b>POSITION:</b>	Full-time Maintenance Staff (Temporary)
<b>REPORTING TO:</b>	Facilities Manager, Community Services
<b>HOURS OF WORK:</b>	72 hours per pay period, as assigned, including weekends and evenings
<b>SALARY:</b>	\$32.40/hourly, as per 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 **December 12, 2025, at 4:00 p.m.**

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

*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.*