

# The District Municipality of Muskoka is currently recruiting for a Building Maintenance Operator 1



## The District

Muskoka is a great place to live and play, and the District is a four-season municipality passionate about protecting, servicing and caring for this community. We have opportunities that will allow you to learn, grow and build your career amongst other ambitious leaders and innovators. We offer a competitive compensation package and are committed to promoting diversity, accessibility and inclusion. [Watch our video](#) to learn more.

## The Opportunity

The Building Maintenance Operator 1 is responsible for performing maintenance on District buildings and equipment, security services, and completion of work orders and custodial services as required.

### What you will do:

- Perform minor renovations maintenance and repairs as required.
- Perform landscaping and external maintenance as required.
- Make recommendations on the use of Contractors for the performance of specialized work.
- Assist in communicating and coordinating the efforts of Contractors for the purposes of performing maintenance as required.

### What you will need:

- Minimum Grade 12, with one year of related experience in commercial/residential building maintenance.
- Thorough knowledge and understanding of the operation of building mechanical and electrical systems obtained through the completion of a building operations and maintenance program or equivalent.
- Valid Ontario driver's license.

**For a full outline of the responsibilities and requirements, please review the job description on the next page.**

## What we are offering

This is a **Temporary Full-Time** opportunity at the District for **up to 12 months**. The hourly compensation range for this role is **\$24.63 to \$26.93** based on a 40-hour work week. The District is also proud to offer the following to our temporary employees:



## The Next Step



If you have the necessary skills, experience and qualifications, and can support our vision and values (RISE: Respect, Innovation, Service and Equity), please review the "How to Apply" instructions on our website and then submit your application: [www.muskoka.on.ca/careers](http://www.muskoka.on.ca/careers)

**This posting closes on Wednesday, August 14, 2024 @ 12:00 p.m.**

Visit our [careers page](#) for other opportunities.

The District of Muskoka is an equal opportunity employer and values diversity in our workforce, encouraging applications from all qualified individuals

Our organization is committed to providing persons with disabilities with equal opportunities and standards of goods and services, and we are compliant with the Accessibility for Ontarians with Disabilities Act. If you require disability related accommodation to participate in the recruitment process, please advise the Human Resources department as soon as possible. Accommodation may be provided in all steps of the hiring process. Any questions regarding this posting should be directed to the Human Resources Department.

**JOB DESCRIPTION**  
**Building Maintenance Operator 1**

<b>Department:</b>	Finance & Corporate Services	<b>Reports to:</b>	Manager, Building Maintenance & Operations
<b>Effective Date:</b>	August 2016	<b>Supersedes:</b>	October 2011
<b>Classification:</b>	CUPE Outside Class 4	<b>Job Evaluation Date:</b>	April 2018

**SUMMARY:**

Responsible for performing maintenance on District buildings and equipment, security services, and completion of work orders and custodial services as required.

**MAJOR RESPONSIBILITIES (not limited to):**

- Perform minor renovations maintenance and repairs as required.
- Perform landscaping and external maintenance as required.
- Make recommendations on the use of Contractors for the performance of specialized work.
- Assist in communicating and coordinating the efforts of Contractors for the purposes of performing maintenance as required.
- Assist in the maintaining Preventative Maintenance and related programs.
- Work safely and in compliance with relevant statutes and regulations and within the safe work procedures and directives as established by the District.
- Available for stand by duties and shift work as required.
- Deal with customer service requirements as assigned.
- Perform other duties as assigned.

**EDUCATION, EXPERIENCE & QUALIFICATIONS:**

- Minimum Grade 12, with one year of related experience in commercial/residential building maintenance.'
- Thorough knowledge and understanding of the operation of building mechanical and electrical systems obtained through the completion of a building operations and maintenance program or equivalent.
- Must demonstrate initiative, ability to receive direction and work with minimal supervision.
- Good oral and written communications skills with related computer skills.
- Valid Ontario driver's license.

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