



THE CORPORATION OF THE TOWNSHIP OF CENTRE WELLINGTON

FACILITY ATTENDANT

PERMANENT, FULL TIME (1 EXISTING VACANCY, 40 HOURS PER WEEK)

Join the Township of Centre Wellington where you can make a meaningful impact in a thriving, innovative, and welcoming community. As the largest municipality in Wellington County, Centre Wellington combines the charm of rural living with the vibrancy of urban life, offering an exceptional quality of life for residents and visitors alike. Our organization values integrity, collaboration, and innovation. Here, you'll be part of a dynamic team delivering services, driving creative initiatives, and shaping a future where everyone feels connected and supported. Discover your opportunity to grow, lead, and belong at Centre Wellington.

Under the direction of the Supervisor of Recreation Facilities, the Facility Attendant performs general maintenance, custodial duties, and program requirements as assigned within Community Services facilities or other assigned municipal facilities. Facilities may include arenas, pools and spa, community halls, skateboard parks, Park Washrooms, Elora ball diamonds, and other facilities associated with Community Services and/or within the Township.

Main Duties and Responsibilities

Janitorial

- Performs general care taking duties in the overall facility such as cleaning floors, wet mopping, operating power cleaning equipment, cleaning glass, collection and disposing of garbage both inside and outside the facility, setting up and taking down equipment, and cleaning and clearing the building entrance ways and emergency exits of snow and ice as required.
- Maintains washrooms, change/dressing rooms, and associated areas daily in a sanitary condition including cleaning, disinfecting, removing garbage, and replenishing supplies of toilet paper and soap.
- Responsible for detailed cleaning which consists of stripping and waxing all the floors within the facility.
- Oversees, monitors, and works with Facility Assistants.

Maintenance

- Operates small tools/equipment, tractors, and the ice resurfer in a safe and appropriate manner.
- Performs duties associated with the safe operations and maintenance practices of the refrigeration plant and associated equipment. This includes legislated compressor checks.
- Maintains appropriate work records including incident and accident reports, timesheets, and other documentation or sign-off as required.
- Performs general labour, maintenance, and repair activities at all Community Services facilities and grounds including but not limited to baseball diamonds and skateboard parks.
- Performs general maintenance duties in the overall facility such as painting, replacing light bulbs, and making minor carpentry and plumbing repairs.
- Ensures all work is performed in accordance with the Occupational Health and Safety Act.
- Notifies the Supervisor of Recreation Facilities of any HVAC, refrigeration, electrical, and plumbing concerns.
- Performs ice maintenance.
- Performs pool/spa maintenance duties such as vacuuming and back washing the pool, washing the deck, monitoring, and recording conditions of pool water chemistry as required.
- Performs duties related to the set-up and take down of special events.
- Performs any other related duties as directed by the Supervisor of Recreation Facilities and/or Leadhand – Facilities.

Customer Service

- Ensures that all facilities and equipment are safe, ready for use, maintained in good repair, and efficiently and effectively operated for the convenience and enjoyment of patrons and the public.
- Ensures quality customer service in all aspects of facilities operations consistent with department and corporate standards.
- Understands the standards of performance that are expected. Recommends or takes appropriate action to respond to facility performance issues.
- Ensures that facility users act in an orderly fashion, reporting problems to the Supervisor of Recreation Facilities, and responds to routine inquiries related to the use of the facility.
- Makes quick changes, when required, in shift and assignment schedules to accommodate the booking of programs and events.
- Ensures the facility user and rental schedules are adhered to and operate on time.

Minimum Qualifications and Requirements

- High school diploma or equivalent.
- Minimum of two (2) years' experience in facility operations or equivalent experience.
- Possess or be willing to obtain the following certifications within 12 months:
 - Basic Refrigeration Certificate
 - Pool Chemical and Maintenance Certificate
 - Lift Operator Certification
- Good physical condition and able to perform heavy manual labour.
- Must be able to work independently and accomplish tasks and assignments.
- Good written and verbal communication skills.
- Ability to deal effectively with co-workers and the public.
- Ability to work alone and must be a team player.
- Time management skills.
- Leadership abilities.
- Must possess a valid Class 'G' Driver's License and maintain a clean driver's abstract.
- A satisfactory Police Records Check and annual Employee Offence Declaration is required for this position.
- Current First Aid/CPR with AED certification and maintain this throughout their employment.
- Current Working at Heights Certification.
- Must be able to work early mornings, days, evenings and night shifts including weekdays, weekends and holidays. Overtime work is expected and required and would be recognized in the accordance with the Township's Employee Memorandum of Agreement.

Work Location: Multiple locations in Centre Wellington, including the Community Sportsplex (Fergus), JECC (Elora), Belwood, and other facilities or amenities as required.

Hourly Rate: \$30.59 - \$33.42 [2026 Rates]

How to Apply: Interested applicants are requested to submit a **single document** that includes their cover letter and resume in MS Word or PDF format by email to careers@centrewellington.ca by **October 4, 2026, at 11:59 p.m.** Please quote job posting '2026-44' in the subject line.

The successful candidate will be required to provide proof of current and valid certificate(s) and/or educational qualifications. We thank all those that apply; however, only those candidates selected for an interview will be contacted. **No phone calls please.**

Information gathered relative to this position is done so in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will only be used for candidate selection. The Township of Centre Wellington is committed to an inclusive, barrier-free recruitment process. If you require accommodation at any stage, please contact us at hr@centrewellington.ca

The lands we know today as the Township of Centre Wellington have been home to Indigenous peoples since time immemorial. We acknowledge that we are on the treaty lands and traditional territory of the Anishinaabe and the Haudenosaunee ([read more](#)).