



Internal Job Posting

Facility Attendant

(Part Time – Student)

Company Description:

Thames Centre, nestled in the heart of southwestern Ontario, is a vibrant community on the eastern edge of Middlesex County and the City of London. Our unique mix of urban and rural living fosters strong community connections, top-notch services, and responsible leadership. Residents enjoy breathtaking natural landscapes, open spaces, and access to state-of-the-art recreation facilities, and outstanding local amenities. Thames Centre has been recognized as one of the Best Places to Work in Southwestern Ontario!

Job Description:

Under the direction of the Parks and Facilities Manager, the Part-time Facility Attendant supports all indoor and outdoor maintenance and housekeeping duties as assigned by the Parks and Facilities Manager with the goal of providing the best possible level of services.

Responsibilities:

- Performs seasonal grounds and outdoor facility maintenance, including but not limited to cutting and trimming of grass, tree and shrub care, leveling sunken areas, seeding, leaf collection and disposal, snow shoveling, and applying ice-control materials to sidewalks and entrances.
- Assists with seasonal maintenance of ball diamonds, soccer pitches, tennis courts, playground equipment and all other recreational and outdoor facility areas.
- Assists with daily arena operations, including cleaning dressing rooms, player benches, spectator areas and other public spaces, as well as supporting ice maintenance activities under the direction of qualified staff.
- Assists with facility rentals, special events and community programs, including setting up and taking down tables, chairs, equipment and other required materials.
- Performs housekeeping duties and provides general building maintenance support in municipal facilities (e.g. auditorium, meeting rooms, kitchens, library, dressing rooms, washrooms, etc.).
- Ensures that all tools and equipment are properly secured when not in use.
- Assists with routine inspections, minor maintenance and repair support for municipal buildings, facilities, fixtures and equipment, and promptly reports conditions requiring specialized attention.
- Reports all problems, conditions and situations to the Operators or Parks & Facilities Manager as they arise.
- Provides courteous and professional customer service to facility users, responds to general inquiries and concerns, and reports issues to supervisory staff when necessary.

- Complies with health and safety regulations and responsibilities pertaining to both staff and facility related issues.
- Participates in First Aid, CPR, WHMIS and other training as required.
- Accepts and actively participates in training for equipment used in the year-round maintenance of recreational areas, municipal facilities and open spaces, including riding mowers, tractors, trimmers and winter maintenance equipment.
- Performs related and other duties as assigned.

Note: All activities are expected to be performed safely, in accordance with the Occupational Health and Safety Act and its Regulations, along with Corporate Safety policies, procedures and programs. In addition, all necessary personal protective equipment must be used and maintained in good condition.

Qualifications Required:

- Current student enrolled in a secondary school or post-secondary school program.
- Must have G2 license
- Interest in parks and recreation or related field.
- Preferred candidates would possess one or more of the following certifications: WHMIS Certification, First Aid and CPR Certification
- Possess strong communication and interpersonal skills.
- Possess a mechanical aptitude.

Physical Effort and Working Conditions:

- May be required to work in conditions that may result in being exposed to wet, cold and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals.
- Work is performed in indoor and outdoor environments.
- Work may require frequent standing, walking, bending, repetitive motion, and lifting up to 50 pounds.

Position Details:

Primary Work Location: Flight Exec Centre, 2066 Dorchester Road

Employment Classification: Part time - Student

Pay Rate: \$17.60 - \$18.60 per hour

Hours of Work per Week: up to 24 hours per week

Schedule of Work: Variable shifts which may include days, afternoons and weekends.

Anticipated Start Date: as soon as possible

Current Status of Position: vacant

Posting Period: October 13, 2026 – October 23, 2026

Recruitment Reference #: 2026-30

Ready to Apply?

Interested internal applicants are invited to submit a resume and cover letter before **4:00 p.m.** on **October 23, 2026**, indicating “**Facility Attendant-Application- 2026-30**” in the subject line to:

Cindy Barwick, HR Advisor
Municipality of Thames Centre
4305 Hamilton Rd.
Dorchester, ON, N0L 1G3
Email: cbarwick@thamescentre.on.ca

While verification of credentials are not required for the interview, they may be mandatory as a condition of employment.

Artificial Intelligence will not be utilized in this recruitment process.

The Municipality of Thames Centre is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. If you are contacted for interview, please advise us of any accommodations needed to ensure your access to a fair and equitable process. This information will be treated confidentially and only used for the purpose of providing an accessible recruitment experience.

All applicants are thanked for their interest, but only those selected for an interview will be further contacted. Information gathered is under the authority of the Municipal Freedom of Information and Protection of Privacy Act and shall only be used for candidate selection purposes.