

Municipality of Central Manitoulin

Job Description: Maintenance Worker

Title: Maintenance Worker

2025 SALARY RANGE

\$49,000 to \$62,000

Reporting Relationship: Maintenance Supervisors and Chief Administrative Officer/Clerk

Direct Reports: None

Scope of Position

- To maintain the buildings and recreational property assets of the municipality in a sound and safe operating condition.

RESPONSIBILITIES

Maintain the functionality and maintenance of buildings, parks, properties, and playgrounds owned by the Municipality.

Equipment Maintenance

- Service small engine equipment as required.
- Oil changes, greasing bearings, checking fluids - changing lawn mower or Ice resurface cutting blades as needed.
- General maintenance of equipment.

General Building Maintenance

- Basic Plumbing
- Electrical
- Drywall repairs
- Carpentry
- Painting

Custodial work

- Ensuring building spaces are prepared for each booking.
- Taking out trash, tidying furniture including set up and tear down of tables and chairs.
- Sweeping and mopping floors and vacuum carpets and dusting surfaces.
- Wash and sanitize toilets, sinks and showers and restock disposables (e.g. soap, toiletries).
- Wipe mirrors and windows and general cleaning custodial work.
- Waxing and maintaining the condition of VCT and Hard wood flooring.

Parks and Property Maintenance

- Landscaping
- Grass cutting and trimming.
- Garbage collection
- Dock and Beach maintenance
- Spring and Fall cleanups.
- Brushing and trimming of trees
- Shoveling and snow removal

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Other

- Other duties as assigned.

The foregoing is intended to outline the general description of the duties and responsibilities for this position. It is not intended, nor should it be interpreted as a complete description. The Municipality of Central Manitoulin reserves the right to amend this position description at any time provided that such change does not represent a substantive change in the purpose or essential nature of the position.

Minimum Qualifications:

Education and Training:

- High school diploma or equivalent.

Experience:

- Relevant experience will be considered an asset.

Working Relationships:

- With CAO/Clerk and Maintenance Supervisors – Take direction from the Maintenance Supervisors and provide information on activities related to maintenance.
- With the Public – Must be tactful in dealing with the public.

Knowledge:

- Problem solving and quick thinking.
- Time management skills.
- Good written and verbal communication skills.
- Experience as a custodian, janitor or in a similar role an asset.
- Knowledge of use and maintenance of industrial cleaning equipment and appliances.
- Knowledge of safe disposal of chemical liquids and other hazardous components.
- Familiarity with basic landscaping and handyman practices.
- Attention to detail and conscientiousness.
- Very good physical condition and strength.
- Willing to learn and be available for furthering skills training and education.
- Understanding of health and safety culture.

Working Conditions

- Minimum 40 hour scheduled work week.
- Rotating day and evening schedule not limited to but also including weekends, holidays and on call.
- Schedule varies and changes rapidly to accommodate service levels.

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- Overtime is compensation at a rate of time and a half after 44 hours in one week. Overtime can be provided as time in lieu. Such overtime should occur only when warranted and schedule by the Maintenance supervisors to adjust for service levels.
- Working alone – Securing buildings by checking equipment, locking doors and closing windows.
- Report damages and oversee repairs.
- Working as a team completing common tasks – dock installations, large projects, property, and grounds maintenance.
- Mandatory paperwork and documentation of all assigned tasks completed daily.
- Exposure to the extremes of summer and winter elements is a regular part of the position.

Impact of Error

- Providing inaccurate information to the public would result in confusion, public annoyance, and potential serious problems.
- Poor repair/maintenance of buildings or equipment could result in increased long-term costs, personal injury, and safety hazards.

Control

General supervision from Maintenance Supervisor and Deputy Maintenance Supervisor.