

The Town of Cobourg is seeking a part-time **Building Maintenance Services Worker** in the Corporate Services Division. Under the direction of the Working Foreperson, building Maintenance this position provides maintenance, cleaning and custodial services to those buildings under the Building Maintenance Services Department.

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The primary duties of this position include the following:

- Provide cleaning services including but not limited to stripping and waxing floors, sweeping and mopping of floors, cleaning of washrooms, vacuuming, cleaning of walls and taking out garbage.
  - Perform building maintenance duties including but not limited to basic carpentry, painting, drywall repairs, and building related requests.
  - Summer and winter maintenance of all properties, including yard maintenance and snow removal.
  - Perform various maintenance activities, including preventative maintenance and maintenance on the HVAC systems, life safety systems, and mechanical equipment.
  - Maintain an inventory of cleaning supplies and maintenance related items i.e. tools, for facilities under their care.
  - Open and secure buildings as required for public access.
  - Report any electrical, plumbing or mechanical issues to Working Foreperson. Troubleshoot where appropriate.
  - Comply with all Health and Safety regulations, procedures and security measures while undertaking their duties and ensure the public are aware of guidelines where infractions are observed or as required to follow emergency procedures.
  - Take all reasonable and necessary precautions to ensure the safety of oneself, other employees, the public, and any person likely to be affected by the employee's acts or omissions.
  - Perform any duties as required by the Working Foreperson.
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The successful candidate will possess a secondary school diploma in addition to experience in maintenance preferably in a multi-functional building, including experience with tools and power tools. Post secondary education in the trades would be considered an asset. Preference will be given to candidates who possess experience with electrical, plumbing and mechanical systems.

The successful candidate will be able to work independently as well as in a team. The position requires computer proficiency including working knowledge of Microsoft Office applications as well as the ability to become proficient with web and machinery-based control software i.e. Building Automation Software. Must obtain a Satisfactory Police Record Check upon employment.

The successful candidates must also have a valid Class "G" Driver Licence with a satisfactory drivers record and access to a reliable vehicle for work. Valid First Aid and CPR are required, or be willing to obtain within 60 days of hire.

### **WORKING CONDITIONS AND HOURS OF WORK:**

- A minimum of 24 hours per week subject to operational demands. The position may be required to work evenings and weekends.
- Physical work taking place indoors and outdoors, in all kinds of weather and on occasion required to move or lift heavy objects.

### **WAGE:**

The position sits on Grade 4 of Schedule B - Inside Workers of the Collective Agreement. The starting wage is \$25.83/hr. which will increase every six months as per the collective agreement until it reaches job rate of \$32.29/hr. after twenty-four (24) months.



# Job Posting 25-04

## *Building Maintenance Services Worker (Part-time)*

Interested applicants should forward a PDF copy of their cover letter and resume (one document) in confidence to the attention of the Human Resources Department at [humanresources@cobourg.ca](mailto:humanresources@cobourg.ca) no later than **February 26, 2025 at 4:00pm**. We thank all applicants however only those selected for an interview will receive a response.

**In accordance with the Municipal Freedom of Information and Protection Privacy Act, the information gathered is collected pursuant to the Municipal Act, 2001, as amended. The Town of Cobourg is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. If contacted for an employment opportunity, please advise Human Resources if you require accommodation.**