



## **INTERNAL/EXTERNAL JOB POSTING PW-25-09**

Public Works Department  
Facilities Maintenance Operator/  
Geraldton Ward

Date Posted: May 22, 2025

Job Type: Permanent/Full-Time

Current Job Description Applies CUPE LOCAL 3045

Rate of Pay: \$27.78

### **GENERAL**

The Facilities Maintenance Operator will be responsible for routine maintenance and minor renovations at all municipal facilities throughout Greenstone

### **QUALIFICATIONS**

- Minimum of grade 12
- Must possess a "G" licence in good standing
- General construction skills such as electrical, plumbing, framing and masonry experience required;
- Strong technical skills and aptitude related to facility operations and repairs;
- Proficiency in Microsoft Office, including Word Excel and Outlook, and Building Automation Systems;
- Ability to work independently and as part of a team setting;
- Physically able to perform all job requirements
- Excellent problem solving, work/project planning and project management skills. Ability to work under pressure to meet legislative, corporate, and departmental deadlines, and the ability to exercise discretion and judgment when planning work programs and projects.
- Ability to demonstrate tact and discretion in handling matters of a confidential or politically sensitive nature, and to maintain confidentiality.
- Strong communication (written, oral and interpersonal), analytical, report-writing, problem-solving, public relations and organizational skills.

### **REPORTING RELATIONSHIP**

- Reporting to Manager of Facilities

### **DUTIES AND RESPONSIBILITIES**

- Perform, recommend and record routine, preventative and urgent facility repairs, maintenance, troubleshooting and housekeeping on all architectural, structural, mechanical and electrical systems Service and maintain all equipment
- Assist in the preparation of equipment and maintenance schedules, coordination of maintenance projects to maintain facility components and equipment; ensuring equipment is in proper working order; repairing and maintaining equipment and facilities Maintain equipment records
- Assist with the development and implementation of a work order system to properly track and record facility maintenance and assist conducting research, preparing budgets and forecasts, and monitoring operational, capital and program expenditures to ensure compliance with approved budgets Report all health and safety issues to the Working Supervisor

In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected, and will only be used for the purposes of candidate selection. The Municipality of Greenstone is an equal opportunity employer. Accessibility accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.





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**GREENSTONE**

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

- Required to work 8 hours/day, 40 hours/week
- Works in an office and at municipal facilities throughout Greenstone.
- Travel to multiple locations in Greenstone

A detailed job description is available upon request.

Applicants must apply in writing by no later than 4:30 p.m. on May 29, 2025 to:

Al Gordon, Manager of Human Resources  
Municipality of Greenstone Administration Office  
PO Box 70, 1800 Main Street, Geraldton ON P0T 1M0

Email: [al.gordon@greenstone.ca](mailto:al.gordon@greenstone.ca)  
Fax: (807) 854-1947