



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 the 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,





MUNICIPALITY OF
GREENSTONE

EXTERNAL JOB POSTING PW-25-31

Public Works Department

Facilities Maintenance Operator, Geraldton Ward

Posted: October 29, 2025

Job Type: Permanent/Full-Time

Current Job Description Applies CUPE LOCAL 3045

Rate of Pay: \$27.78

and monitoring operational, capital and program expenditures to ensure compliance with approved budgets.

- Report all health and safety issues to the Working Supervisor.

WORKING CONDITIONS AND HOURS OF WORK

- Required to work 8 hours per day, 40 hours per 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 November 14, 2025 to:

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

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