



**The Corporation of the Township of Uxbridge
Employment Opportunity**

Custodian/Building Maintenance Technician -Town Hall/Uxbridge Public Library

\$31.07-\$36.35/hour

The Township of Uxbridge is seeking a full-time (40 hours week), highly organized and motivated individual to provide custodial and building maintenance and repair services for Uxbridge Town Hall (35 hours per week) and the Uxbridge Public Library (5 hours per week). The successful candidate will report to the Director of Legislative Services/Clerk and will ensure Town Hall is kept in a clean and tidy condition along with undertaking minor carpentry work and repairs and maintaining all furniture/equipment on a regular basis and maintenance and carpentry services to the Uxbridge Library. The successful candidate will participate in the on-call rotation for Township facilities for after hour service.

Some of the Duties and Responsibilities for the position include:

Town Hall

- Includes daily cleaning of tile floors, washrooms, kitchen and all counters at Town Hall. Regular dusting and carpet cleaning throughout the building including offices, public areas and meeting rooms.
- Responsible for daily garbage collection and recycling and for ensuring that garbage and recycling is sorted and put out for collection on a weekly basis.
- Replenish kitchen, bathroom and meeting room supplies as required.
- Carry out preventive maintenance and minor carpentry work and repairs at Town Hall including painting, drywall maintenance and repair and minor plumbing. Maintenance of Town Hall's HVAC system and contacting and working with contractors ie plumber/electricians/HVAC when indepth maintenance/repairs required.
- Ensure that meeting rooms are set up for meetings/weddings or events as required and tore down and cleaned following same in accordance with calendar bookings on a daily basis.
- Responsible for some grounds keeping, this includes garbage pickup, some garden and flower barrel maintenance/weeding and watering on a daily basis or

as required. Oversee operation of outdoor spinkler system in coordination with sprinkler maintenance company.

- Ensure that lights and electrical are kept operational. Contact and work with electricians when maintenance/repairs required.
- Cleaning windows on a regular basis and working with contractor to arrange for cleaning for exterior and interior windows at heights.
- Responsible for ordering and storage of all custodial and maintenance supplies for Town Hall.
- Develop and implement facility maintenance schedules, short/long term preventive maintenance programs, including obtaining prices from contractors on items such as annual carpet cleaning, window washing and pest control.
- Reviewing contractor compliance with contracts on construction.
- Co-ordinate equipment inventory; including development of service maintenance program for all equipment/tools as required.
- Snow clearing, salting and sanding as required at all entrances during winter months. Ensure that adequate salt kept in inventory during seasonal requirements.

Library

- Repairing or maintaining furniture, installation of shelving, carry out maintenance and minor carpentry repairs including painting, drywall maintenance and repair, capentry work and minor plumbing work.
- Maintenance of Uxbridge Public Library's HVAC system,

A more comprehensive job description which includes all duties and required experience is available for review on the Township of Uxbridge website at <https://www.uxbridge.ca/en/your-local-government/careers.aspx>. If you are interested in joining our team, please forward your resume and detailed cover letter by **Thursday, April 17th at 4:00pm to:**

Debbie Leroux
Township of Uxbridge
P.O. Box 190
51 Toronto Street South
Uxbridge, On L9P 1T1

email: dleroux@uxbridge.ca
Telephone: (905) 852-9181 (ext. 228)

We thank all applicants for their interest, however only those being considered for an interview will be contacted.

The Township of Uxbridge is an Equal Opportunity Employer that is dedicated to an inclusive, barrier-free recruitment and selection process. The Township is committed to

diversity, equity, and inclusion within its community and organization, and welcomes and encourages applications from Indigenous Peoples, people of colour, women, persons who live with disabilities, people from 2SLGBTQI+ communities, and people from diverse communities. When requested, the Township of Uxbridge will accommodate applicants throughout the recruitment and selection and/or assessment process, pursuant to the Ontario *Human Rights Code*. These commitments also apply to our Board and Committee recruitment and selection processes.

Personal information is collected in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*.

If you require accommodation at any time throughout the employment activities process, please contact us at: 905-852-9181 ext. 209, accessibility@uxbridge.ca or by visiting www.uxbridge.ca and we will make every effort to provide appropriate assistance pursuant to the Township of Uxbridge Employment Activities Accommodation policy.