

## Employment Opportunity

<b>Job Title</b>	Facilities / Operations Support - Casual
<b>Accountabilities</b>	<p>The Town of Port Hawkesbury Facilities, Parks and Operations Department has an opening for a Facilities/Operations Support position. The position is casual employment with a flexible schedule that will support various departments within the Town organizational structure. As a town employee, the successful candidate will deliver exceptional customer service and professionalism, and represent the town with a community minded focus while demonstrating a commitment to diversity and inclusion.</p> <p>The successful applicant will be responsible to safely and efficiently provide assistance for repairs, operations and maintenance of Town facilities and infrastructure. This will include but not limited to arena operations, pool maintenance, park &amp; recreation grounds maintenance, facilities maintenance and snow removal, and any other duties as needed given inter-departmental demands. Working under the supervision of the Manager of Facilities, Parks and Operations and the Manager of Engineering and Public Works or designates, you will be responsible for your personal safety, and that of co-workers while ensuring compliance with Provincial Occupational Health and Safety Rules and Regulations.</p>
<b>Skills, Capabilities and Experience</b>	<p>The successful applicant will be a collaborative team player who takes personal accountability to deliver on what is expected. You understand that town employees work throughout the community and provide a high level of service to residents, you will demonstrate the utmost professionalism, integrity and respect for all persons in everything that you do. The successful applicant will flourish in a dynamic, flexible and fast paced environment which is subject to a wide variety of tasks and organizational needs.</p> <p>You should also have or be able to attain the following:</p> <ul style="list-style-type: none"><li>• Completion of grade 12 education.</li><li>• General and/or specific safety training in accordance with TOPH Safety Program and Nova Scotia OH&amp;S regulations.</li><li>• Ability to pass a current criminal background check with vulnerable sector.</li><li>• Physical ability and fitness for moderate to heavy physical exertion for extended periods of time.</li><li>• Valid class 5 driver's license (drivers abstract may be requested).</li><li>• Ability to use basic computer software functions.</li><li>• Ability to understand and apply written and oral instructions.</li><li>• While not a requirement experience or certification in a professional building trade would be considered an asset, as well as OH&amp;S regulations and arena operations.</li><li>• Additional required training will be provided.</li></ul>
<b>Salary and hours</b>	Pay and benefits are commensurate with experience. On average this position will be 28 hours per week (subject to change) and hours of work may be varied given organizational needs.
<b>Reporting to</b>	Manager of Facilities, Parks and Operations & Manager of Engineering and Public Works
<b>Closing date</b>	Friday, September 10, 2021, 2 p.m., local time.



**Application**

To apply for this position, please submit your cover letter and resume to Gordie Snook, Manager of Facilities, Parks and Operations at [gsnook@townofph.ca](mailto:gsnook@townofph.ca), or mailed:

Town of Port Hawkesbury  
Attn: Gordie Snook  
Manager of Facilities, Parks and Operations  
606 Reeves Street, Unit 1  
Port Hawkesbury, NS, B9A 2R7

Applications submitted beyond the closing date and time, or incomplete applications, will not be accepted. We thank all applicants for their interest; however only candidates selected for interviews will be contacted.

This position description has been designed to indicate the general nature and level of work performed by employees within this position and Department(s). It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

For more information related to the Town of Port Hawkesbury please visit the Town's website at [www.townofporthawkesbury.ca](http://www.townofporthawkesbury.ca).