

**CORPORATION OF THE TOWNSHIP OF
ALFRED AND PLANTAGENET**

JOB DESCRIPTION – MAINTENANCE ATTENDANT

TITLE: Maintenance Attendant (Janitorial Services)
SERVICE: Parks & Recreation
SUPERVISOR: Director of Parks and Recreation

General Definition:

Reporting directly to the Director of Parks and Recreation, the Maintenance Attendant performs a range of housekeeping and general maintenance duties, both inside and outside the Recreational Centre.

Main Responsibilities:

- Perform maintenance work inside and outside the Centre and perform minor manual tasks such as removing dangerous objects from traffic areas and removing cobwebs indoors and outdoors.
- Clean and disinfect furniture, kitchen, bathrooms, walls and floors and always keep the Recreational Centre clean.
- Identify needs and maintain an inventory of supplies and tools, maintenance materials and prepare an order list for renewal with the Director of Parks and Recreation.
- Carry out seasonal maintenance work (spring cleaning, window washing, stripping and waxing floors as needed, cleaning ceramic floors and walls, checking the heating system, snow removal in winter, etc.).
- Keep a logbook of snow removal and actions taken, e.g., salt spreading, sidewalk snow removal, etc.
- Perform maintenance and repair of equipment and furniture.
- Regularly inspect the condition of the premises (ventilation system, heating, slippery shoes, etc.).
- Ensure that supplies are of good quality and that they are stored according to safety standards.
- Perform all other related duties.

Skills and knowledge:

- Hold a high school diploma or equivalent.
- Have experience in housekeeping services.
- Bilingual.
- Knowledge of maintenance techniques and general knowledge of equipment operation, inventory keeping and acquisitions.
- Knowledge of safety standards and how to use commercial cleaning products.
- Be able to obtain a criminal record check.
- A valid driver's license is an asset.

NOTE:

In the context of this document, the use of the masculine gender and the singular term is considered representative of the genders and the plural.