

The Municipality of West Perth Employment Opportunity

Facilities Attendant – Full-Time, Contract

Located in Southwestern Ontario, West Perth is a thriving, caring community that offers diverse opportunities to live, work, and play. With a population of 9,000, the community features a strong agriculture sector with significant contributions from other sectors including manufacturing, retail and services. The fully serviced community of Mitchell is the main population center of West Perth and there are opportunities for rural living in nearby hamlets and villages.

The Municipality of West Perth is seeking qualified applicants for the position of Facilities Attendant. Reporting to the Facilities Supervisor, the Facilities Attendant is responsible for assisting with the maintenance and day-to-day operations of Community Services Department properties, buildings and equipment. This includes active recreation assets including the West Perth Arena and Community Centre, Keterson Park, Municipal Office, Fire Hall, Lions Park, and Cooper Field as well as active parks, trails, community halls and facilities located throughout the Municipality.

Responsibilities

- Perform routine checks, maintenance, and small repairs on equipment
- Assist in the operation of facility-ice making, log books, cleaning for the arena
- Supervision of events – set ups, overseeing of event, cleaning during and after event
- Seasonal commissioning and decommissioning and operations and maintenance of the Mitchell Lions Pool
- Seasonal operation of the Keterson Park and Cooper Field fields
- Maintenance and repair of Municipal facilities, active recreation related properties, buildings and equipment
- Maintenance activities can include plumbing, electrical, carpentry, masonry, painting, and mechanical
- When on shift, carry and answer facility phone, deal with patrons' requests, issues and concerns
- Routine summer maintenance
- Operation of alcohol licensed events and adherence to Alcohol and Gaming Commission of Ontario regulations
- Receive payments from customers
- Assist with ensuring that lands, facilities and equipment are run safely and efficiently
- Represents the Municipality in a professional way when dealing with the public
- Other duties as assigned by the Facilities Supervisor or Director of Community Services
- Perform other related duties as assigned by the Facilities Supervisor Director of Community Services

Qualifications

- Minimum Grade 12 or equivalent education
- Current valid Class G driver's license
- Knowledge of ice making operations, pool operations and maintenance of ball fields
- Minimum one year experience working in similar facilities
- Experience with maintenance and repairs using various types of equipment and tools including plumbing, electrical, carpentry, masonry, painting and mechanical
- Smart Serve certification or willing to obtain

This is a full-time contract position for a vacancy from September 2026 to April 2027. The hours of work are 40 hours per week, scheduled as four 10-hour shifts, and rotating between day and afternoon shifts. Hourly Pay Range: \$28.18 to \$35.23. The position is eligible to participate in the OMERS pension. For more information about West Perth, visit www.westperth.com

Join the Team!

Interested individuals with these qualifications are encouraged to email a cover letter and resume referencing the job title in the subject line to Human Resources at hr@westperth.com

Deadline to Apply: 9:00pm on Sunday, August 16, 2026

We thank all applicants who apply, however, only those considered for an interview will be contacted. It is the policy of the Municipality that all persons considered for employment are required to provide the Municipality with a criminal record check by the police force responsible for the jurisdiction of their residence. The Municipality of West Perth is an equal opportunity employer. In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code, West Perth will provide accommodations to all applicants with disabilities throughout the recruitment, selection and/or assessment process. Personal information contained in applications will be used for recruitment purposes and collected as per the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, Chapter M.56.