



EMPLOYMENT OPPORTUNITY GENERAL MAINTENANCE OPERATOR

The District of Carleton North was created through the Province's Municipal Reform and is effective January 1, 2023. It includes the same areas that form the Carleton North high school catchment, and that has brought the communities together for the past 45 years. Just like Carleton North High School, the new District of Carleton North (DCN) will serve and support this entire region on local government matters.

The General Maintenance Operator is responsible for performing day-to-day maintenance in the district to ensure a safe, clean, healthy and attractive environment.

Main Duties:

- Under the direction of the Facilities and Maintenance Manager, prepares the facility for ice making and coordinates initial ice making process and ice painting.
- Operates and maintains the Zamboni, ensuring a daily checklist is completed.
- Performs routine maintenance services and repairs.
- Performs a security check of facilities and ensures they are locked and secured when not in use.
- Performs all lawn care and maintenance functions including mowing, trimming, sodding and seeding, planting as well as weed removal, tree and shrub pruning and care, watering of flower beds and baskets as required.
- Shovels snow from facility entrances, steps and sidewalks in winter and takes measures to ensure facilities are accessible and safe.
- Responsible under the direction of the Facilities and Maintenance Manager for the set-up and take-down of items for municipal functions, including helping with furniture and equipment, carrying supplies, arranging decorations, etc.
- Completes pool maintenance duties as directed.

Qualifications:

- High School graduation.
- 1-3 years of experience in providing ice maintenance, building maintenance or grounds-keeping services.
- Valid New Brunswick driver's license Class 5.
- An equivalent combination of education and experience may be considered.

The complete job description can be seen at www.carletonnorth.com under the heading Job Opportunities.

Application deadline is November 10th, 2023. Only those selected for an interview will be contacted.

Resumes may be e-mailed to lesley.mcbride@carletonnorth.com.