



The corporation of the Town of Arnprior invites applicants to apply for the position of:

**Facility Operator**  
**(Unionized- CUPE Local 4960)**

**Posting Date:** June 11, 2026

**Job Type:** Full-time, Fixed-Term (July 1 – December 31, 2026)

**Work Location:** Nick Smith Centre

**Wage:** \$22.43 - \$29.47 (Based on Certification)

**Hours:** 80 hours per two-week period

Reporting to the Operations Supervisor, the Facility Operator is responsible for supporting the operation, maintenance, care, security, cleanliness and general custodial duties of municipal buildings. Municipal Facilities include, but are not limited to, the Nick Smith Centre, Town Hall, Fire / OPP Station, Public Library, Museum, Public Works facilities as well as parks, sports fields, trails and marina.

**The primary responsibilities for this position include (but not limited to) the following:**

- Ensure the proper operation of the Ice Plant as per TSSA regulations.
- Perform ice plant and pool readings up to TSSA and Department of Health regulations including keeping a logbook.
- Ensure proper operation and maintenance of the swimming pool as per Renfrew County Health Unit and Province of Ontario Regulations.
- Perform all janitorial functions by maintaining clean areas, and ensure facilities are safe and user-friendly for both patrons and staff. Keep running inventory of all cleaning chemicals and supplies.
- Responsible for giving assistance to all users of the Nick Smith Centre and other related facilities. Making daily regular checks of facility equipment. Reporting damage or vandalism to Operations Supervisor.
- Responsible for performing maintenance in all facilities within the Nick Smith Centre, including maintenance of ice surfaces such as flooding, edging, painting lines and upkeep. To assist in any other maintenance duties deemed necessary by the Operation Supervisor.
- Protect own health and health of others by adopting safe work practices, reporting unsafe conditions immediately, attending all relevant training regarding occupational health and safety. Follow all guidelines for employees and employers as legislated under the Ontario Occupational Health and Safety Act.
- Responsible for set up and tear down of facilities according to booking schedules.
- Required to work evening and weekend shifts.
- Assist in on-the-job training of other employees, including part-time staff.
- Other related duties as assigned. The successful candidate will have as a minimum the following

**Qualifications:**

- Minimum of Grade 12 education
- Possess a valid class 'G' Driver's License
- Six (6) months' previous experience in a work-related environment
- Applied knowledge of the refrigeration system and pool filtration operation.
- Applied knowledge of the Parks systems and trails along with other outdoor related facilities that fall under the Operations Department.
- Knowledge of the hazards and safety requirements of the job.
- Thorough knowledge and understanding of the *Ontario Occupational Health and Safety Act*, WHMIS and other relevant regulatory and legislative acts related to the operations and maintenance.
- Must be mechanically inclined.
- Possess strong administration and record keeping skills.
- Must be physically fit, alert, and capable of following instructions with a minimum of supervision and with a high sense of responsibility.
- Proficiency in the use of tools and power cleaning equipment required to perform the duties of the position.
- Willingness to participate in the continuous development of skills and knowledge as required for the position.
- Ability to provide guidance and leadership to work colleagues.
- Knowledge of customer service standards and procedures.
- Capable of practicing good public relations at all times.
- Ability to obtain a satisfactory background check.

**Asset Qualifications:**

- Pool Operator Level 1 certificate
- Certified Arena Refrigeration Plant Technician ('CARPT')
- First-Aid and CPR-AED Certification preferred

Interested candidates are invited to submit an application in confidence by **3:00pm on June 25, 2026**, quoting "**Facility Operator**" attention to Human Resources by:

**Mail:** Town of Arnprior 105 Elgin St. W. Arnprior, ON K7S 0A8

**E-mail:** [hr@arnprior.ca](mailto:hr@arnprior.ca)

The Town is committed to maintaining an equitable work environment and welcomes submissions from all qualified applicants. If you require a disability-related accommodation to participate in the recruitment process please email the Human Resources Officer at [hr@arnprior.ca](mailto:hr@arnprior.ca).

Please be advised that internal candidate applications shall be processed first in accordance with the CUPE Local 4960 Collective Agreement.

All applicants are thanked for their interest, only the candidates selected for an interview will be contacted. Information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of candidate selection.