

# Employment Opportunity

## Facility Operator I (Custodian)

### Casual

The Town of Morinville is a growing community on the doorstep of Metro Edmonton. Developed on a foundation of rich heritage and culture spanning 100+ years, it offers an excellent quality of life with convenient access to all nearby big city amenities while retaining the characteristics of a vibrant and flourishing centre for the surrounding rural community.

The Town of Morinville is currently seeking service-oriented individuals to join our casual pool of Facility Operator I (Custodian) positions with the Community & Infrastructure Services Division. Reporting to the Team Lead, Facilities, the Facility Operator I shall be involved in the day-to-day operation, maintenance, and custodial duties of Morinville owned facilities. Although support may be occasionally required in other Town facilities, work will primarily occur in the Morinville Community Cultural Centre. **This position has an anticipated end date of January 2, 2026, based on operational requirements.**

#### Key Responsibilities:

- Maintain the highest level of cleanliness and sanitation of Town owned facilities.
- Operate facility and custodial equipment (i.e., floor machines, partition walls, security systems).
- Perform minor building repairs, including replacing bulbs and ceiling tiles.
- Conduct facility inspections, troubleshoot issues, and report necessary repairs and deficiencies.
- Assist with facility operations, including set-up and takedown for events.
- Provide user support during events according to established guidelines, procedures, and regulations.
- Open and close the facilities, ensuring exits are checked and secured, and conducting visual inspections.
- Remove snow and ice and apply sand and salt at entrances as needed.
- Perform preventative maintenance as required.
- Regularly maintain all custodial equipment.
- Accurately complete shift reports, noting relevant issues.

#### Requirements:

- High School Diploma (equivalent combination of education and experience may be considered).
- A valid Class 5 Alberta Operator's License is required.
- First Aid/CPR certification (or willingness to obtain).
- Experience in custodial or facilities maintenance is an asset.
- Excellent customer service skills with the ability to interact courteously and effectively with the public, and both internal and external customers.
- Physical capability and dexterity to perform various manual tasks (lifting, squatting, bending, twisting, and climbing).
- The successful candidate is required to provide a satisfactory Criminal Record Check and Drivers Abstract consent form.

**Compensation/Hours of Work:** This position is included within the scope of the Town's unionized setting (CUPE Local 2426) with a starting wage rate of \$24.05 per hour (2024 Wage Grid). Hours of work are irregular and will vary by assignment. This position will be scheduled and/or on-call on an as needed basis, including evenings, weekends, and holidays.

**Application Deadline: Friday, November 29, 2024, at 12:00 PM (noon)**

#### Submit resume and cover letter quoting

##### "Comp # 202444-CFOI" to:

Human Resources, Town of Morinville

10125 100 Avenue, Morinville, AB T8R 1L6

Email: [hr@morinville.ca](mailto:hr@morinville.ca) | Fax: 780-939-5633 |

Web: [www.morinville.ca](http://www.morinville.ca)

*We thank all applicants for their interest; however, only those under consideration will be contacted.*

*The Town of Morinville values and supports diversity and inclusion in the workplace and encourages all qualified individuals to apply. Accessibility accommodations are available on request for candidates taking part in all aspects of the selection process.*