



EMPLOYMENT OPPORTUNITY

Public Services & Facilities Attendant 2

Job Type: Full-time Permanent

Closing Date: August 25, 2025

Compensation: \$22.66 – \$27.61 per hour

Job Summary: Under the general supervision of the Public Services and Facilities Supervisor, the Public Services and Facilities Attendant 2 responsibilities are to; support, through manual labour the operation of the division, perform duties to ensure efficient operations, perform general and preventive maintenance on equipment, provide quality resident/customer service, adhere to established municipal policies, procedures, safe work practices as well as Workplace Safety & Health Standards, and performing other duties as assigned.

Duties and Responsibilities

Support, through manual labour the operation of the Public Services & Facility Division by;

- Preparing, maintaining and cleaning parks, trails, municipal grounds, soccer and baseball fields,
- Conducting general repairs and maintenance on municipally owned facilities (including painting, minor repairs, basic carpentry, basic plumbing and other generally accepted building maintenance tasks),
- Operating a mower, string trimmer, chainsaw or other such equipment, (where trained and qualified to operation) to cut grass on boulevards and municipal grounds,
- Removing trees, shrubs, flower gardens/beds throughout the RM,
- Maintaining and installing flower gardens and shrub beds throughout the RM,
- Conducting caretaking and janitorial duties in the arena, banquet hall, and other RM spaces used routinely by the public (including emptying trash, vacuuming, sweeping, mopping, cleaning glass/windows/mirrors, cleaning washroom facilities, dusting/wiping hard surfaces, stocking towels, soap and other items as required, and other general custodial duties),
- Operating equipment required for creating, maintaining and removing arena ice and outdoor ice,
- Inspecting and maintaining RM playground structures and equipment,
- Completing set up and take-down (of tables, chairs, and other equipment) for various activities held at municipal facilities,
- Maintaining cleaning and checking tools as per safety and department standards.

Perform other duties to ensure efficient operation of the Division by;

- Conducting facility maintenance and upgrades,
- Assisting with and/or overseeing the supervision of the arena and ice plant when used by the public,
- Assisting the manager with the supervision, and or monitoring of contractors,

- Assisting in the preparation of specifications for equipment purchase,
- Purchasing and restocking necessary supplies and materials approved by the manager/supervisor,
- Attending meetings as required,
- Providing verbal and/or written reports and information to the manager/supervisor as required.

Perform general and preventive maintenance on equipment by;

- Cleaning, lubricating, checking levels (such as air, oil, water, and other),
- Replenishing air/fluids as required, and as per manufacturers recommended standards, or RM procedures,
- Maintaining accurate records of all repairs,
- Identifying and locking out any unsafe, or potentially unsafe equipment immediately,
- Adhere to established municipal policies, procedures, safe work practices as well as Workplace Safety & Health Standards and regulations.

Ensure quality service to residents/customers by;

- Representing the RM by being professional respectful and courteous at all times,
- Providing thorough, accurate information regarding divisional work and procedures,
- Identifying and resolving issues and concerns in a timely manner, or reporting concerns to supervisor/manager immediately.

Adhere to established municipal policies, procedures, safe work practices as well as Workplace Safety & Health Standards and regulations by;

- Working safely at all times,
- Bringing to the immediate attention of the supervisor or manager any safety incidents and or concerns,
- Ensuring consistent application of safe work practices when directing/supporting/training other staff,
- Participating with the Workplace Safety and Health Committee as required.

Performs other duties as required by;

- Supporting and training seasonal employees, summer/student employees and term employees as assigned,
- Acting as supervisor when assigned.

Special Requirements:

- Accept Standby Time and Callback as required.
- Ability to work a variety of shifts including evenings/nights.

Knowledge, Skills, and Abilities:

- Working knowledge in the safe use, operation and preventative maintenance of various equipment utilized in public outdoor and indoor spaces.
- Basic knowledge of ice plant operation and maintenance including the ability to create, maintain and remove area and outdoor rink ice.

- Working knowledge and ability to perform general facility maintenance.
- Working knowledge related to mechanical equipment with the ability to problem solve.
- Basic knowledge of basic custodial/cleaning techniques.
- Ability to establish priorities and action work objective with a high level of independence and minimal supervision.
- Ability to coordinate, organize and problem solve.
- Working knowledge in the safe work procedures, Workplace Safety & Health regulations, RM practices and protocols, safe use, operation and preventative maintenance of various equipment to which assigned.
- Knowledge of municipal policies and procedures pertaining to public services and facilities construction, maintenance and improvement.
- Ability to establish and maintain positive working relationships with staff, co-workers, supervisors, managers and others.

Credentials and Experience:

- Successful completion of a high school diploma or GED equivalent.
- Valid Province of Manitoba driver's class five (5) license.
- Three (3) years' experience in basic maintenance of equipment.
- One (1) year basic custodial work experience.
- Refrigeration Level 1 Certification (Considered an asset upon hire. However, must have the ability to attain within two years of hire).
- Playground Inspector Certificate (Considered an asset upon hire. However, must have the ability to attain within two years of hire).
- Chainsaw Certification (Considered an asset upon hire. However, must have the ability to attain within one year of hire).
- Bucket Truck Operator Certificate (Considered an asset upon hire. However, must have the ability to attain within one year of hire).
- Certification in WHMIS (Considered an asset upon hire. However, must have the ability to attain within one year of hire).
- Level 1 First Aid/CPR (Considered an asset upon hire. However, must have the ability to attain within one year of hire).
- Demonstrated ability to;
 - follow safety procedures and protocols,
 - attend work regularly, and punctually,
 - respond to citizen/customer inquiries in a respectful manner.
- Satisfactory Criminal Record and Child Abuse Registry Check.

Working Conditions and Physical Demands:

- Work requiring the exertion of 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects.
- Working at heights of up to 30 feet.
- Work requires climbing, kneeling, crouching, reaching, standing, walking, pulling, lifting, and grasping.

- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required for operation of machines, and operation of motor vehicles or equipment.
- Subject to inside and outside environmental conditions, extreme cold, extreme heat, and noise.

Submit resume and cover letter in confidence;

- By email to: carli.maxim@eaststpaul.com
- Or by mail or in person in a sealed envelope marked **APPLICATION – Public Services Facilities & Attendant II, Attention Carli Maxim**, R.M. of East St. Paul, Unit #1 – 3021 Bird's Hill Road, East St. Paul, Mb. R2E-1A7

For more information, please contact;

Carli Maxim

HR Generalist, carli.maxim@eaststpaul.com

(204) 594-4403

Rural Municipality of East St. Paul

The R.M of East St. Paul wishes to thank all candidates for their interest in this position, however, only those individuals considered for an interview will be contacted.