



Job Posting

Facility Operator

(temporary/part-time)

Job Posting #: 2026-16

Hourly Rate: \$26.75

TEMPORARY – PART TIME (20 to 30hrs/week)

Location: Bewdley and Baltimore Arena's

The Township of Hamilton is a vibrant rural community nestled between Lake Ontario and Rice Lake in Northumberland County, one hour east of Toronto and next door to the Town of Cobourg. With a population of approximately 11,000 residents the Township offers a delightful blend of the Oak Ridges Moraine, active farms, residential subdivisions and estates, historic villages, waterfront, and tourism.

The Township is situated within the traditional territory of the Mississauga Anishinaabeg and Chippewa nations, collectively known as the Williams Treaties First Nations. Our work on these lands respectfully acknowledges their resilience and their longstanding contributions to the area now known as the Township of Hamilton.

All positions in the Corporation of the Township of Hamilton support the Township's vision of making life better every day by creating a vibrant and sustainable township we are all proud to call home. Employees demonstrate empathy and respect in all interactions, are committed to service excellence.

As part of our mission to provide effective and efficient services to our residents, the Township is now accepting resumes for the **Temporary Part Time** position of **Facility Operator**.

What will you do:

- Accountable for maintaining high-quality ice through regular testing and ice maintenance procedures.
- Responsible for ensuring ice-making equipment is maintained in accordance with technical specifications and preventative maintenance procedures.
- Responsible for taking regular and scheduled refrigeration equipment readings and logging them accordingly.
- Responsible for the safe operation of all arena and grounds keeping equipment including ice resurfaces, floor cleaners, lawn tractors and mowers, weed eaters, snow blowers, Township trucks with or without snowplow.
- Responsible for coordinating dressing rooms for user groups and ensuring the cleanliness of each dressing room mopping, removing waste and debris, cleaning showers, etc.
- Ensure all garbage and recycle bins are emptied on a regular basis.
- Clean, stock and maintain public restrooms.
- Responsible for ensuring interior lobby and hallways are clean, dry and free of debris and clutter.
- Ensure exterior sidewalks, walkways, parking lots and emergency exits are clean, clear, and free of any hazards (ice, snow, debris, etc.).
- Accept and schedule bookings and receive payment for ice, hall, and ballpark rentals.
- Responsible for Township parks and property landscaping, grass cutting and park land maintenance, including trimming or cutting trees and shrubs, waste removal and general clean up.
- Responsible for maintenance and cleaning of Municipal buildings.
- Perform other related duties as required.

What do we expect of you:

- Grade 12 or equivalent education.
- Post secondary education in Recreation or related field would be an asset.
- Minimum of 1-year related experience within an arena environment.
- Basic Refrigeration Certification or willing to obtain Previous experience operating arena related equipment including ice re-surfacer, truck with a plow, floor cleaner, lawn tractor and mower, snow blower, etc.
- Basic working knowledge of MS office software, email and internet applications.
- Demonstrated knowledge of minor repairs such as basic carpentry, plumbing, painting, and electrical.
- Knowledge of workplace safety requirements and procedures.
- Strong customer service skills and problem-solving skills.
- Class "G" driver's license in good standing, have access to a reliable personal vehicle and be able to provide a current acceptable driver's abstract.

Please note: *After reviewing the qualifications listed above, we want you to know that we understand you may not meet all the qualifications described, but we still encourage you to apply, as you may have other relevant expertise and experience that you can bring to the role.*

The Corporation of the Township of Hamilton is an Equal Opportunity Employer. For more information, please review our careers webpage.

The Corporation of the Township of Hamilton is committed to providing barrier-free and accessible employment practices in compliance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA). Should you require accommodation through any stage of the recruitment process, please make them known when contacted to schedule an interview and we will work with you to meet your needs.

Interested applicants should forward a PDF copy of their cover letter and resume (one document preferred) in confidence to the attention of hr@hamiltontownship.ca by 4 pm on Friday, October 23, 2026.

The Township of Hamilton does not use artificial intelligence (AI) to screen, assess, or select candidates in its recruitment process. All applications are reviewed and assessed by Human Resources and the hiring manager.

While we appreciate all applications, only those to be interviewed will be contacted. We do not retain unsolicited applications.