

Invites applications for the position of

Maintenance/Custodian Fire and Police Station Permanent Full Time

The Town of Ingersoll is seeking a **Maintenance/Custodian (Permanent Full Time)** to join our Fire Services Team. Located in Oxford County in Southwestern Ontario, Ingersoll offers urban living with small-town values yet enjoys easy access to larger cities. Surrounded by farms and nature, Ingersoll is home to a diversity of thriving industries and commercial businesses and is host to many special events, athletic and recreational amenities and excellent schools. For more information on the Town, please visit our website at www.ingersoll.ca.

Position Overview

This is a non-union position reporting to the Fire Chief. This individual will provide janitorial and maintenance services to the Police and Fire Services buildings and property.

- Perform all cleaning and maintenance as required for both interior and exterior of
- the fire hall, police station and surrounding property.
- Collect refuse for disposal and recycling.
- Test and inspect emergency equipment on a regular basis or as required including
- diesel generator, fire alarm system, fire extinguishers etc.
- Wash Fire Hall truck bay floors and equipment as required or instructed.
- Carry out preventative maintenance, damage repair, routine painting and minor
- alterations to Police/Fire Service buildings and grounds.
- Maintain grounds at Fire Station and Police Station during winter months (snow
- removal from parking lots and sidewalks). Early, late, or weekend coverage may
- be required.
- Maintain grounds at Fire Station and Police Station during summer months (grass
- cutting and trimming)
- Able to operate the Fire Department skid steer for snow removal and minor
- landscaping duties.
- Sanitize Police Service holding cells and collect and organize prisoner bedding for
- dry cleaning.
- Maintain a supply of cleaning and sanitary products, as approved by the Chief.
- Manage flag deployment as required or instructed.
- Manage records of equipment checks, repairs and purchases submit weekly time
- sheets to Fire Chief.
- Work safely at all times and adhere to all Health & Safety Policies and Procedures
- utilizing personal safety equipment as required.
- Train short term replacement staff as necessary.
- Monitor and supervise outside contractors when working at the OPP detachment.
- Report any building deficiencies to the Fire Chief as required.
- Job requirements may require occasional overtime day or night.
- Carry out related duties as assigned

Qualifications

- Grade 12 Diploma or GED, or equivalent combination of education and experience.

- Previous maintenance and custodial experience.
- Demonstrated knowledge and experience operating related equipment including scissor lift and skid steer. Working at heights training and certification preferred or willingness to obtain.
- Demonstrated commitment to operating in a safe and effective manner at all times and in accordance with the *Occupational Health and Safety Act*, WHMIS and Town of Ingersoll policies and procedures.
- Must obtain a satisfactory Police Criminal Record Check
- Current First Aid and CPR certification, or willingness to obtain.
- Valid Ontario driver's license.

Benefits

- We offer a competitive salary range (Grid S) of \$24.66 to \$28.86 (based on 40 hours/week).
 - **Compensation is currently under a Pay Equity Review.**
- This position includes extended health benefits – Non-Union. The incumbent would also be eligible to participate in OMERS, the Employee Assistance Program, paid time off including vacation and sick time, and so much more!

Application Instructions

Take the next step in your career and join us in shaping the future of our town. Let's build together! To explore this exciting opportunity further, submit your application in confidence, to the attention of Human Resources no later than **July 26, 2024**.

Human Resources Department

Town of Ingersoll

130 Oxford Street, 2nd Floor

Ingersoll, Ontario N5C 2V5

hr@ingersoll.ca

The Town of Ingersoll is an equal opportunity employer and will make accommodations available to applicants with disabilities upon request and throughout the entire recruitment process. While we appreciate all applications received, only those invited for an interview will be acknowledged. Personal information submitted is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used to determine eligibility for employment.