



## THE CORPORATION OF THE TOWNSHIP OF CENTRE WELLINGTON

### Leadhand – Facilities

#### PERMANENT, FULL TIME (2 VACANCIES, 40 HOURS PER WEEK)

Join the Township of Centre Wellington where you can make a meaningful impact in a thriving, innovative, and welcoming community. As the largest municipality in Wellington County, Centre Wellington combines the charm of rural living with the vibrancy of urban life, offering an exceptional quality of life for residents and visitors alike. Our organization values integrity, collaboration, and innovation. Here, you'll be part of a dynamic team delivering services, driving creative initiatives, and shaping a future where everyone feels connected and supported. Discover your opportunity to grow, lead, and belong at Centre Wellington.

Reporting to the Supervisor of Recreation Facilities, the Leadhand – Facilities performs hands-on maintenance, custodial, and operational duties within Community Services recreational and municipal facilities as assigned. Facilities may include arenas/ ice pads, aquatic facilities, community halls, skateboard parks, park washrooms, ball diamonds, and other Township-owned amenities. This role serves as the senior on-site staff member and provides on site operational direction to facility operations staff during evenings, weekends, and other off shifts.

#### **Main Duties and Responsibilities**

##### **Operational Leadership**

- Provides day-to-day functional direction to Facility Attendants and Facility Assistants during assigned shifts, including evenings and weekends, ensuring work is completed safely, efficiently, and in accordance with established procedures and service standards.
- Assigns and prioritizes daily tasks, responds to changing operational needs, and adjusts work activities to maintain facility readiness, cleanliness, and safety.
- Acts as the senior on-site staff member during assigned shifts, serving as the primary point of contact for operational issues, staff support, and customer service concerns.
- Monitors work activities for safety concerns and reports incidents, hazards, or deficiencies to the Supervisor and/or Manager in a timely manner.
- Promotes and reinforces safe work practices, ensuring staff follow established procedures, use required personal protective equipment, and comply with the Occupational Health and Safety Act and Township policies.
- Escalates staffing, safety, or facility issues to the Supervisor and/or Manager as required.

##### **Facility Operations**

- Performs the full range of Facility Attendant duties, including janitorial, maintenance, ice, aquatic, and general facility operations, while leading by example and supporting team productivity.
- Coordinates and monitors contractor work needed for facility or equipment inspections and repairs, following the Township's procurement procedures.
- Operates tools, equipment, and machinery safely and in accordance with legislated requirements, policies, and procedures.
- Supports ice, aquatic, and general building operations, including routine inspections, facility checks, monitoring, and basic maintenance activities.
- Completes general caretaking, janitorial, and detailed cleaning duties to ensure facilities are clean, safe, and ready for public use.
- Assists with the set-up and take-down of programs, events, and facility rentals.

- Maintains required operational and safety documentation and reports issues, deficiencies, or repair needs to the Supervisor or designate.
- Coordinates scheduling changes in consultation with the Supervisor of Recreation Facilities, and provides shift coverage if needed.

### **Customer Service**

- Ensures a high standard of customer service is delivered during assigned shifts, responding to routine inquiries and concerns from facility users, sports groups, and the general public.
- Addresses customer service or operational issues on-site and refers more complex concerns to the Supervisor of Recreation Facilities as appropriate.
- Supports the orderly, safe, and respectful use of facilities, intervening as required to maintain expected standards of conduct and service.
- Coordinates and adjusts staff assignments as required to support program and event bookings, ensuring facility schedules are followed and services are delivered on time.

### **Minimum Qualifications and Requirements**

- High school education or equivalent.
- Completion of Certified Ice Technician (CIT) courses is considered an asset.
- Pool Chemical and Maintenance Certificate
- Standard First Aid and CPR
- Minimum of three (3) years of related work experience in municipal facility operations.
- Minimum of one (1) year of experience in a team lead or supervisor capacity is considered an asset.
- Able to safely perform the essential physical demands of the position, including working at heights, climbing, bending, lifting and moving materials up to approximately 40 lbs (18 kg), and standing or walking for extended periods.
- Required to work evenings, weekends, and other off-shifts as part of the regular schedule.
- Demonstrated experience using various cleaning and maintenance equipment, methods, and materials.
- Strong communication skills with the ability to convey information to a wide range of audiences, both internal and external to the organization.
- Must possess a valid Class 'G' Driver's License and maintain a clean driver's abstract
- Demonstrated ability to manage time effectively and adjust work priorities in response to changing operational requirements.
- Ability to provide on-shift guidance and support to staff through clear communication, conflict resolution, and constructive feedback.

**Work Location:** Multiple locations in Centre Wellington, including the Community Sportsplex (Fergus), JECC (Elora), Belwood, and other facilities or amenities as required.

**Hourly Rate:** \$35.92 [2026 Rate]

**How to Apply:** Interested applicants are requested to submit a **single document** that includes their resume (required) and optional cover letter in MS Word or PDF format by email to [careers@centrewellington.ca](mailto:careers@centrewellington.ca) by **April 29, at 11:59 p.m.** Please quote job posting '2026-30' in the subject line.

The successful candidate will be required to provide proof of current and valid certificate(s) and/or educational qualifications. We thank all those that apply; however, only those candidates selected for an interview will be contacted.

**No phone calls please.**

*Information gathered relative to this position is done so in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will only be used for candidate selection. The Township of Centre Wellington is committed to an inclusive, barrier-free recruitment process. If you require accommodation at any stage, please contact us at [hr@centrewellington.ca](mailto:hr@centrewellington.ca)*

*The lands we know today as the Township of Centre Wellington have been home to Indigenous peoples since time immemorial. We acknowledge that we are on the treaty lands and traditional territory of the Anishinaabe and the Haudenosaunee ([read more](#)).*