



## Employment Opportunity

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Position:	Tradesperson Full -Time Permanent
Department:	Operations & Facilities Division
Hours of Work:	40 hour workweek
Location:	Mainly the Memorial Sports Centre, 740 Scott St Fort Frances
Wage Rate:	\$37.27 /hour to \$42.27 /hour (based on certifications held)
Commencing:	As soon as possible
Posting Date:	January 11, 2026
Deadline:	Open Until Filled
Job Description:	Enclosed

Internal applicants may apply by submitting your application and signing the Master Bulletin System book at the front desk of the Civic Centre.

**The Town will consider applicants with some completed training in a related trade with the condition that the successful candidate completes their applicable trade certification within one year. If unsuccessful, the incumbent will return to their previous position.**

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For more information, please contact Ray Calder, Facilities Superintendent, at 807-274-4561 x 1728.

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## POSITION DESCRIPTION

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<b>POSITION TITLE:</b>	Tradesperson
<b>GENERAL SUPERVISOR:</b>	Operations and Facilities Division Manager
<b>EMPLOYEE GROUP:</b>	CUPE and its Local 65
<b>DATE:</b>	January 7, 2026

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### **Position Summary**

- The incumbent is responsible to undertake maintenance activities as required to ensure that Town facilities are maintained to comply with all applicable code, and regulatory requirements.
- The incumbent is responsible for maintenance activities in all facilities, and will from time to time, assist the staff of the Memorial Sports Centre with shut down activities, as required.

### **Direction Received**

- The incumbent reports to and takes direction from the Facilities Superintendent.
- The incumbent may take task direction in the form of work orders from the Asset Management Coordinator.

### **Direction of Others**

- The incumbent has no direct supervisory responsibilities.
- The incumbent may provide task direction to others who may assist them with undertaking maintenance activities.

### **Revenue, Asset and Expenditure Scope**

- None specifically identified for this position.

## **General Responsibilities**

- Respond to work orders to carry out all types of maintenance within Town of Fort Frances facilities.
- Reports status of maintenance activities to Asset Management Coordinator upon the completion of work, and at regular intervals as identified by supervisor.
- Works with and coordinates other external contractors, as required, to complete maintenance projects.
- Provides input into capital budgets by identifying potential maintenance items, providing preliminary cost estimates, and providing input regarding remaining life of facility, and all components.
- Works with facility staff to schedule maintenance to ensure minimum disruption of service, where feasible.
- Assists with maintenance of Mechanical systems including Heating, Ventilation, Air Conditioning (HVAC) systems. Responsibilities include completion of regular inspections, general maintenance, belt and filter changes.
- Provides assistance to other Operations and Facilities departments, as required during unusual circumstances.
- Ensures that a preventative maintenance approach is implemented proactively for all facilities, as well as all equipment contained within the facilities.
- Regularly checks facilities to ensure that fire and life safety systems are operational.
- Inspects vacant facilities as required.
- Other duties as assigned.

## **Education and Qualifications**

- Successful completion of Ontario Secondary School Diploma (or equivalent)
- Journeyman certification in Carpentry, Plumbing, Mechanical, or Electrical discipline.
- Red Seal Certification an asset.
- 3-5 years of experience required.
- Ability to work without direct supervision.
- Excellent verbal communication skills.
- Ability to comprehend engineering drawings.

## **Effort**

- Work demands concentration for periods of intermediate duration on a daily basis.
- Work is frequently physically demanding, requiring heavy physical activity for intermediate periods of time.
- Interruptions are occasional to frequent when instructed to go to other jobs. Most work is subject to checks and controls or is verified by others in subsequent operations.

## **Working Conditions**

- The hours of work shall consist of forty (40) hours per week.
- Hours of work are flexible, and may require some work on evenings, weekends, and nights.

- May be required to work overtime up to 20% of normal working hours.
- Will work in a variety of settings, and will frequently be exposed to disagreeable outdoor elements, and occasionally to disagreeable indoor conditions.
- Exposure to work related hazards is occasional.

### **Conditions of Employment**

- Employment is conditional upon a satisfactory Criminal Background and Vulnerable Sector Check.