



Employment Opportunity

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.

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



POSITION DESCRIPTION

POSITION TITLE: Tradesperson

GENERAL SUPERVISOR: Operations and Facilities Division Manager

EMPLOYEE GROUP: CUPE and its Local 65

DATE: January 7, 2026

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.