



100 John West Way  
Aurora, Ontario  
L4G 6J1  
(905) 727-3123  
aurora.ca

Town of Aurora

## Employment Opportunity

Corporate Services

Division of Human Resources

### Maintenance Person (CUPE 905.01)

**Employment Type:** Permanent, Full Time

**Location:** Aurora, ON

**Salary Range:** \$30.67 to \$34.08

**Closing Deadline:** May 8, 2025

*The Town of Aurora is located in the heart of York Region and just 30 kilometers north of Toronto. Our vision is to become a progressive community with a small-Town charm and our mission is to deliver exceptional services that make people proud to call Aurora home. Our workforce is talented, diverse, and committed to fostering a culture that exemplifies teamwork, embraces innovation, and values diversity, equity, and inclusion to achieve mission excellence. It is important that our workforce reflects the citizens we serve. Come join us at the Town of Aurora, "You're in Good Company".*

#### Position Summary

Reporting to the Supervisor, Facilities, the Maintenance Person is responsible for performing general maintenance and repair work related to assigned facilities/buildings and ensuring building cleanliness.

#### Responsibilities

- Performs janitorial/maintenance duties at assigned facilities including garbage pick-up, cleaning floors, walls, showers, change rooms, windows, washrooms, fixtures, furniture and/or other building amenities such as clearing walkways/snow removal and replenishing consumable supplies as required.
- Expedites set up and amenities requirements for facility bookings functions including liaison with facility renters/users as required.
- Responds to enquiries from the public and staff; investigates problems/complaints, as directed, and resolves/refers same, as appropriate.
- Performs routine inspections on HVAC equipment, general building lighting, and minor plumbing, and/or other equipment/facilities and reports regularly on condition of same; arranges for and/or performs necessary repairs utilizing hand and power tools/equipment as necessary; and maintains associated records.
- Assists with buildings/facilities projects, as required; and assists with set-up and amenities requirements for special events/programs.

#### Qualifications

- Demonstrated experience in a building cleaning/maintenance and custodial capacity.
- Working knowledge of building maintenance and janitorial/cleaning work methods, techniques, supplies, floor scrubbing machines, snow blower, carpet cleaner, and equipment; and sound safety practices including a working knowledge of WHMIS as it relates to cleaning chemicals and supplies.
- Ability to operate associated building maintenance hand operated and power tools/equipment.
- Current Standard First Aid and CPR certified
- Class "G" Driver's License in good standing and reliable vehicle to use on corporate business.
- Availability to work flexible hours, including evenings and weekends as assigned.

Successful applicants to this position will be required to provide a **Vulnerable Sector Screening Check** and **Drivers Abstract** that is satisfactory to the Town prior to their start date at the applicants' own cost.

The Town of Aurora is an equal opportunity employer. We are committed to inclusive, barrier-free recruitment and selection processes and work environments. If you are contacted for a job opportunity, please advise the Human Resources Division of any accommodations needed to

ensure you have access to a fair and equitable process. Any information received relating to accommodation will be addressed confidentially. We thank all applicants and advise that only those selected for an interview will be contacted.

Applicant information is collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will be used to determine qualifications for employment with the Town of Aurora. Questions about this collection of personal information should be directed to the Human Resources Division at 905-727-3123.

#### Artificial Intelligence Transparency Notice

At the Town of Aurora, we are committed to transparency and fairness in our recruitment process. While we utilize a recruitment system (ADP Workforce Now) with Artificial Intelligence (AI) powered capabilities, we do not currently use AI technology to screen, assess or select applicants relating to the recruitment process. While our system is equipped with AI tools, we prioritize a human-centered approach to recruitment. All candidate evaluations are conducted through direct human interaction, ensuring that hiring decisions are based on a thorough review of qualifications, skills, experience, and corporate cultural fit. We remain committed to transparency, fairness, and compliance with all relevant legislation, including Bill 149, in order to protect the rights and privacy of all applicants.