



### **External Posting**

Non-Union Part Time (15 hours/week)

BUILDING ATTENDANT (2 positions)

**Parks, Recreation & Culture Department**

Competition # PRCBLD0418

Posting Date: Monday April 9, 2018

Closing Date: Monday April 23, 2018 at 4:00 pm

The Town of Truro is accepting applications for two non-union part-time building attendant positions with the Parks, Recreation & Culture Department. This position is for approximately fifteen (15) hours/week (for each position), working evenings and weekends.

Under the direction of the Director of Parks, Recreation & Culture, the Building Attendant is responsible for setting up and cleanup of special events and activities, building security to include opening/closing and locking/unlocking the building. The Building Attendant will be responsible for other miscellaneous duties to ensure that the building and any assigned equipment is maintained in a healthy, safe and sanitary manner.

***A detailed job description can be found on the Town of Truro website ([www.truro.ca](http://www.truro.ca)) under the Employment Section.***

### **QUALIFICATIONS**

- Completion of grade twelve (12) or equivalent;
- Experience in operating light cleaning equipment such brooms, vacuums, mops;
- Knowledge of standard cleaning procedures, chemicals, products and equipment; experience in mixing and using cleaning chemicals and materials relative to the job;
- Working knowledge of and ability to independently use hand tools, such as hammers, screwdrivers, pliers and plungers.
- Knowledge of Occupational Health and Safety Act, relevant to the provisions that apply to this work;
- Completion of Workplace Hazardous Material Information System Training (WHMIS), an asset;
- Emergency First Aid, an asset;
- Excellent organizational and communication skills;
- Self-starting, possessing the ambition and ability to carry out work with minimal direction and supervisor.

### **SPECIAL REQUIREMENTS:**

- Required to submit a current Police Records Check.

### **APPLICATION PROVISIONS:**

Interested applicants must submit a resume with a concise covering letter highlighting relevant qualifications and experience. Competition number must be clearly indicated on the envelope and covering letter. Only applicants selected for an interview will be contacted.

**Start Date:** Immediately

**Salary:** \$12.00/hour

**Closing Date for Applications:** Monday, April 23, 2018 at 4:00 pm

**Forward applications to:** Tammy Hamlin, Human Resource Officer  
Town of Truro  
695 Prince Street  
Truro, NS B2N 1G5  
Email: [jobs@truro.ca](mailto:jobs@truro.ca)

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