



## Town of Carman & RM of Dufferin Recreation - Job Posting

### ***Full Time Facilities Maintenance Personnel***

This position includes shift work, including days, evenings, and weekends. The wage rate is as per the Employee Agreement and depending upon experience.

#### **Summary of Position:**

This position performs a variety of tasks related to the maintenance and operation of Carman Dufferin Recreation facilities and grounds and works in accordance with approved practices and procedures. Some of those tasks included are ice maintenance, park and pathway cleaning and maintenance and general pool maintenance.

#### **Qualifications of Positions:**

- ❑ Minimum of Grade 12 education, or equivalent
- ❑ Valid Manitoba Class 5 Drivers License
- ❑ Considerable knowledge of materials, methods, and equipment used in janitorial work.
- ❑ Ability to arrange and complete a work schedule with a minimum of direct instruction.
- ❑ A general knowledge of carpentry, plumbing, electrical and/or welding skills.
- ❑ Willingness to complete all courses as required by the Town & RM.
- ❑ Willingness to serve the public at any time of day.

#### **Typical Duties:**

- ❑ Operates and maintains mechanical systems and equipment at all recreation facilities and performs grounds keeping duties as required. Makes and maintains artificial ice surfaces and operates all ice resurfacing and associated equipment at Carman Dufferin Arena.
- ❑ Operate and maintains daily mechanical systems and equipment at the Carman Dufferin Pool.
- ❑ Performs a variety of cleaning tasks and minor maintenance tasks in and around the facilities operated by the Recreation department for the purpose of keeping the buildings safe, clean, and in an acceptable sanitary condition.
- ❑ Promote the goals and philosophies of the Recreation department and all associated programs or personnel concerned with the delivery of services and always fulfills a public relations role.
- ❑ Enforce rules and regulations as may be established from time to time regarding the use of Recreation facilities and associated equipment.
- ❑ Maintain all ball diamonds and soccer pitches according to the approved standards.
- ❑ Other duties that may be assigned by the Facilities Manager.
- ❑ Able to complete all tasks as a team player.

For more information on this position, please call Renae Wolfe, Recreation Manager @ 204-745-2684 or email [admincdr@townofcarman.com](mailto:admincdr@townofcarman.com). Please send or email a resume and photocopies of any certifications, where applicable, to:

Carman-Dufferin Recreation  
Box 160 Carman, MB R0G 0J0  
Email: [admincdr@townofcarman.com](mailto:admincdr@townofcarman.com)

The deadline for applications is April 7, 2026. Thank you to all applicants for their interest, only those under consideration will be contacted.