



Municipalité de | Municipality of

Pontiac

JOB OFFER

(External posting)

Maintenance, Recreation, and Eco-Centre Attendant

Posting Date: May 20, 2026

Position Type: Full-time, Unionized

Job Summary

Under the authority of the Director of the Public Works Department, the selected candidate will ensure the cleanliness and maintenance of municipal facilities, such as community centers, offices, restrooms, the cafeteria, libraries, and outdoor spaces. The incumbent will also provide support for recreation activities, oversee eco-centre operations, and actively participate in general labor duties.

Main Responsibilities (include but are not limited to)

Under the authority of the Director of the Public Works Department or the Assistant Crew Leader, the Maintenance, Recreation, and Eco-Centre Attendant perform some or all the following duties:

- **Facility Maintenance:** Perform maintenance, repairs, and improvements on municipal buildings, facilities, and equipment.
- **Supply Management:** Restock paper and soap dispensers across facilities, manage the inventory of cleaning products, and place orders as required.
- **Janitorial Tasks:** Clean windows, doors, and other fixtures.
- **Event Setup/Turnover:** Reset, clean, and prepare rooms and facilities following community use or rentals.
- **Outdoor Maintenance:** Clean and maintain outdoor spaces, including garbage pickup, emptying ashtrays, and clearing snow/ice from entrances.
- **Minor Repairs:** Perform basic repairs, such as replacing lightbulbs, fixing minor toilet issues, paint touch-ups, etc.
- **Eco-Centre Operations:**
 - Greet residents, ensure the cleanliness of the site, and oversee proper operations (handling construction materials, household hazardous waste, tree branches, etc.).

- Verify that incoming materials comply with guidelines, estimate volumes, issue invoices, and collect required fees.
- Ensure residents sort and deposit their materials into the correct eco-centre containers based on item type.
- Supervise residents as they unload their items.
- Clean up any remaining debris on the ground after unloading.
- **Team Support:** Assist other Public Works staff, including general laborers.
- **Other Duties:** Perform any other related duties associated with the position.

Qualifications and Skills

- Relevant professional experience.
- Knowledge of various tools and equipment used in a municipal setting.
- Possess a valid driver's license.
- Good physical condition and manual dexterity.
- **Key Attributes:** Versatility, strong organizational skills, adaptability, thoroughness, autonomy, and a strong capacity for teamwork.

Employment Status and Compensation

- **Status:** Permanent, full-time position (**variable** schedule of 40 hours per week).
- **Hourly Wage (2026): \$22.58 to \$27.31 per hour**, based on the compensation policy in effect and in accordance with the rules established in the employees' collective agreement (Article 22.1 a).

Employment Equity: This job offer is open to all applicants regardless of gender and strictly respects employment equity principles.

How to Apply

If you meet the requirements for this position, please send your resume and/or cover letter, indicating "**Maintenance, Recreation, and Eco-Centre Attendant Position**" in the subject line of your email, no later than **May 29, 2026, at 4:00 p.m.** to: dga@municipalitepontiac.ca

Your application will be treated confidentially. We thank all applicants for their interest; however, only those selected for an interview will be contacted.

Start Date

Following the official passing of a resolution by the municipal council.