



Employment Opportunity – 2 Positions

Facilities Labourer (Part-time Contract)

Reporting to the Facilities Lead Hands, this position is responsible for the general maintenance and upkeep of the Best and Bash Arena, within a shift-based work environment. This is a contract part-time position from August 31 until April 30 working evenings and weekends.

Duties include:

- Perform routine cleaning, maintenance, and repairs within the Best & Bash Arena and related facilities.
- Provide support services as required to set up and take down facilities for recreational programs, sporting events, meetings, and community activities.
- Respond to work orders and document maintenance activities in a timely and efficient manner
- Assist with snow and ice control around facility entrances, walkways, and parking areas as required.
- Provide courteous customer service to facility users, user groups, contractors, and the public.
- Ensure compliance with all health and safety policies, procedures, and applicable legislation.
- Operate various equipment required to maintain the arena.
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Qualifications:

- A valid “G” Driver’s licence is preferred but not required
- Must attain CPR/First Aid, WHMIS, Health & Safety and Accessibility training

Salary:

- \$20.09/hour
- Maximum 24 hours/bi-weekly with the possibility of additional shifts
- Evening and weekend shifts are required

Interested applicants are requested to forward a detailed resume and cover letter (single document, PDF Preferred) marked LastName, FirstName - #17-2026 by July 31, 2026 at noon to hr@greaternapanee.com or in person at:

Town of Greater Napanee
Attn: Human Resources
99 Advance Ave, Napanee, ON K7R 3Y5

The Town of Greater Napanee is an equal opportunity employer. Accessibility accommodations are available throughout the recruitment process. Applicants should advise Human Resources of any accommodation needs in advance.

We accept all resumes, however, only those candidates invited for an interview will be acknowledged. Personal information contained in your resume is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used strictly for employment assessment purposes. We are an Equal Opportunity Employer.