

**Job Posting:** #2026-16  
**Job Title:** Facilities Tradesperson  
Department: Infrastructure Services  
Reports To: Manager, Facilities  
Directly Supervises: None.  
Status: Full-time, Permanent  
Hours per Week: 40  
Salary: \$68,320.90 - \$83,044.28  
**Application Due Date:** **April 12, 2026**

### Position Summary

This position is responsible for maintaining municipal facilities and completing small and mid-size renovation and construction projects. Including, preventative and reactive maintenance requests on internal and external municipal structures to ensure that all municipal buildings are safe and compliant with required codes and regulations. The Facilities Tradesperson will be required to complete repairs, prepare and review plans, coordinate supplies, and undertake the work required for construction and renovation of facilities. The position will also coordinate with subcontractors where required, for day-to-day maintenance and construction that requires specialized activities such as plumbing, electrical, and mechanical work.

### Role Specific Duties and Responsibilities

#### General Facility Duties:

1. Perform facility inspections and complete day to day maintenance as required including minor maintenance activities (ie. light bulbs, moving furniture, minor repairs, specialized cleaning, painting etc.)
2. Complete emergency or unscheduled repair work to equipment, structures, and grounds on municipal property. When required, facilitate subcontractors to ensure completion of specialized work to allow for the repair in a timely manner.
3. Work with the Manger, Facilities in the development of a preventative maintenance program to reduce reactive maintenance and extend the life of municipal facilities.
4. Complete preventative maintenance tasks as required to prevent unnecessary deterioration of facility components. When required schedule and oversee subcontractors to complete specialty preventative maintenance work to meet required maintenance timelines.
5. Work with the Manager, Facilities to identify timelines for various tasks and prioritize work to ensure it is completed in and order that meets the needs of the Municipality, reduces impacts to facilities, and minimizes the time and cost required to complete the work.

6. Utilize the municipal work order software to create and complete work orders. This position will also be responsible for keeping accurate records and reports on building conditions using the municipal work order software. This includes identifying problems, deficiencies, and completing replacement or repairs as required.
7. Complete snow removal of walkways, entrances, and ramps at various facilities to allow safe access for staff, residents and facility users.
8. Complete specialty cleaning for municipal facilities.
9. Assist with ensuring all facility activities are compliant with operational and maintenance processes, procedures, and standards and with relevant legislation governing and/or pertinent to the Ontario Building Code, National Fire Code of Canada, Municipal Act, Public Health Act, Accessibility for Ontarians with Disabilities Act, Occupational Health and Safety Act, TSSA, Ministry of Labour and relevant legislation governing and/or pertinent to service delivery.
10. Assist with ordering and maintaining inventory of replacement parts and other items required to complete facility maintenance.

#### Renovation and Construction Duties:

11. Carpentry or construction duties include but are not limited to:
  - a. Framing and drywalling including boarding, sanding, taping and painting;
  - b. Exterior work including siding installation, door and window installation, small roof replacements or repairs, masonry work;
  - c. Flooring installation;
  - d. Replacement of fixtures;
  - e. Building specialty items such as furniture modifications;
  - f. Cabinetry installation and repairs, including shelving; and
  - g. Stair and handrail construction and installation.
12. Work independently and under the direction of the Manager, Facilities to complete renovation and construction projects in all municipal facilities.
13. Work in collaboration with the Project Manager, Facilities and the Manager, Facilities to plan and execute projects. Including:
14. Review existing plans for all renovation and construction projects.
15. Preparing a preventative maintenance schedule for new or renovated assets.
16. Coordinate and obtain all supplies required to successfully complete construction projects.

17. Coordinate with necessary subcontractors to ensure completion of specialized work where required.
18. Provide regular updates and attend site meetings with the Project Manager, Facilities and Manager, Facilities as required.
19. Work within a set budget and timeline for municipal construction and renovation projects.
20. Coordinate required building permits and work orders with various municipal departments where required. Work with necessary municipal departments to ensure timing of work corresponds with the activities in the facilities and limits impacts on operations.
21. Prepare as built drawings or markups to blueprints when necessary following completion of renovation or construction work that alters the building.
22. Ensure safe operating, maintenance and storage of all specialty tools and equipment required to complete renovation and construction projects.

#### General Duties and Accountabilities

1. Provide and maintain a high degree of confidentiality and security of information at all times.
2. Work in compliance with the *Occupational Health and Safety Act*, and other applicable legislation, department policies/procedures/practices, operational guidelines, and perform safe work practices.
3. Perform other duties as may be assigned in accordance with department and corporate objectives.

#### Required Certifications and/or Health and Safety Requirements

- Valid Class G Driver's License in good standing.

#### Education, Skills and Experience

1. OSSGD or equivalent.
2. Red Seal, Building or Carpentry Techniques diploma or similar experience considered an asset.
3. Minimum 5 years' related experience in the construction or renovation industry.
4. Strong understanding and knowledge of facility maintenance, operations, and best practices.
5. Working knowledge of the Occupational Health & Safety Act, the Ontario Building Code, Plumbing Code, Ontario Fire Code, Ontario Electrical Safety

Code, Accessibility for Ontarians with Disabilities Act and other applicable facilities and safety related legislation, regulations and guidelines.

6. Strong skills in communication (written, oral and interpersonal) and organization.
7. Ability to read building specifications, blueprints and as-builds.
8. Strong mathematical and analytical skills necessary to perform labour estimates, interpret job cost reporting.
9. Strong working knowledge of computers and necessary programs.
10. Ability to maintain confidentiality, be tactful in all dealings, be self-motivated and work effectively alone or in a team environment.

### Physical Demands and Working Conditions

- Working conditions are within various facilities and include a construction job site environment.
- Physical demands include heavy lifting (up to 80 lbs), standing and moving, working and walking on uneven ground, and occasionally working at heights. Some exposure to inclement weather and temperature conditions, loud noises, chemicals, dust, etc.
- Normal hours of work are 40 hours per week, Monday to Friday however may require irregular hours to allow for construction or maintenance work to limit impact on facility operations.
- Availability or provision for 'on call' response which requires carrying a paging device (24/7 operation) as scheduled and responding to after-hours calls for Parks and Facility needs on a rotating, shared basis as well as other emergency calls. When not on call, available to work outside normal hours to assist with emergency call issues.

### Contacts and Interactions

- Incumbent communicates regularly with municipal staff, subcontractors, suppliers, and members of the public.

### Applicant Information

Interested qualified applicants are invited to forward their cover letter and resume directly to the Municipality quoting Job #2026-16 by April 12, 2026, to:

[jobs@meaford.ca](mailto:jobs@meaford.ca)

Attention: Human Resources



The Municipality of Meaford is committed to providing a barrier-free workplace. If accommodation is required during the selection or interview process, it will be available upon request.

We thank all applicants for their interest, however only those selected for an interview will be contacted.

Personal Information is collected under the authority of the Municipal Act for the purpose of candidate selection, and all information will be stored and used in accordance with the Municipal Freedom of Information and Protection of Privacy Act. For further information about this data collection, please contact [jobs@meaford.ca](mailto:jobs@meaford.ca).