



Township of McNab-Braeside EMPLOYMENT OPPORTUNITY: Building Maintenance and Caretaker

Cradled between the Ottawa and Madawaska Rivers and covering approximately 254 square kilometers of farm, forest and hamlets along the TransCanada Highway between Arnprior and Renfrew, the Township of McNab/Braeside is an area of distinct charm and natural beauty. Fundamental to the residents of McNab/Braeside is a commitment to protecting our environment; maintaining our rural character, lifestyle and sense of community; and promoting our natural and historic heritages.

Reporting to the Director of Public Works, the Building Maintenance and Caretaker provides a consistent cleaning of and light maintenance within the municipal buildings and surrounding grounds so that the facility is available for use/rental on a daily basis.

Qualifications/Skills:

- Excellent oral, written and interpersonal communication skills to interact with special interest groups and the public.
- Excellent organizational and time management skills to handle heavy workload and to meet rigid deadlines.
- High level of initiative and independent judgement and ability to work with minimum supervision.
- Physically able to handle heavy lifting.
- Be available for evening and weekend work.

The Township offers a competitive compensation package based on qualifications and experience.

A complete position description is available by contacting the Municipal Office or by visiting the municipal website at www.mcnabbraeside.com

Interested and qualified candidates are requested to submit a detailed Curriculum Vitae and cover letter marked **CONFIDENTIAL** and **quoting Building Maintenance and Caretaker, no later than 4:00 p.m. on Monday, August 12th, 2019**, outlining how their education and past experience makes them a suitable candidate for this position

Lindsey A. Lee
CAO/Clerk
Township of McNab/Braeside
2508 Russett Drive
Arnprior, ON K7S 3G8
llee@mcnabbraeside.com

We thank all candidates in advance, however, only those selected for an interview will be contacted. Personal information collected is collected pursuant to the Municipal Act, 2001 and will be retained under the Municipal Freedom of Information and Protection of Privacy Act, and shall only be used for candidate selection purposes and determining illegibility for employment