Job Posting

Facilities Maintenance (Upper Nappan)

The Facilities Maintenance position primary focus is providing essential services, both to staff and the public. This position is responsible for the E. D. Fullerton Municipal Building (and ancillary building on the property) and will provide a clean, safe, and aesthetically pleasing work environment for Municipal staff, and presents a welcoming and professional image to the public.

See below for detailed position description and salary.

The deadline for resumes is Wednesday, August 20th, 2025, at 1:00 pm.

Please forward your cover letter and resume to:

Municipality of the County of Cumberland
Kellie Seaman, Human Resources Generalist

kseaman@cumberlandcounty.ns.ca

*Clearly mark your resume "Facilities Maintenance (Upper Nappan)"

Department of Public Works: Facilities Maintenance

Job Title
Facilities Maintenance

About the Role

The Facilities Maintenance position primary focus is providing essential services, both to staff and the public. This position is responsible for the E. D. Fullerton Municipal Building (and ancillary building on the property) and will provide a clean, safe, and aesthetically pleasing work environment for Municipal staff, and presents a welcoming and professional image to the public.

The Facilities Maintenance position reports to the Public Works North Superintendent.

Responsibilities and Duties

a. Develop and execute upkeep standards and work practices to ensure the E. D. Fullerton Municipal building are safe, clean and welcoming for all users.
b. Working with team members, ensure that the scheduling of daily operations as well as emergency and unscheduled repairs municipal property is successful.
c. Participate in medium and longer term planning, including regular preventative maintenance on grounds, equipment and facilities and consults with the Operations Supervisor on operational programs and capital projects.
d. Perform work outside regular working hours to provide repairs and maintenance to services in response to emergency situations including alarms during off hours and/or non-scheduled work days.
e. Schedule, coordinate, and perform upkeep, maintenance, and preventative maintenance on all relevant facilities, infrastructure, grounds, and equipment.
f. Make recommendations for facility improvements, develop annual budget proposal for facility upkeep, improvements and maintenance.
g. Coordinate stock, service and equipment purchases per County Procurement and Expenditure policies.
h. Provide assistance to Wastewater Operators and/or treatment facilities and systems
i. prepare and maintain all information, data, and forms, as well as, reports necessary to maintain all department and organizational functions.
j. use operation manuals, as well as, documenting new installation and upgrades per assignments.
k. maintain a current record of Material Safety Data Sheets for materials kept on site at the E.D. Fullerton Municipal building.
l. take water samples at Biggs Drive Water Association, conduct routine tests for process control and regulatory reporting.
m. take and record readings and logging any irregularities in the process operations and submitting daily and/or scheduled reports to supervisors.

n. Work with the PW North Superintendent to develop work plans, systems and practices that prioritize the safety of the public, contractors and Municipal partners.
o. Maintain treatment facility records such as operational logs, chemical usage logs, and water quality data logs.
p. Preform preventative maintenance and repairs on facility components and equipment.
q. Use hand tools and small power tools to perform duties.
r. Ensure facilities operate in accordance with all Provincial, federal and Municipal operational standards.
s. Ensure work is performed in compliance with applicable health and safety standards, including requirements from the *Occupational Health and Safety Act* and *Regulations*.
t. Perform other duties as assigned or required.

Qualifications

a. Minimum of three years' experience in a similar position.
b. A valid Nova Scotia driver's license.
c. Knowledge of applicable health and safety standards from the *Occupational Health and Safety Act* and *Regulations*.
d. WHIMS, Transportation of Dangerous Goods, First Aid, Fire Extinguisher use, Fall Restraint, Workplace Inspections, Due Diligence, and Lockout and Confined Space certification required, or ability to obtain as soon as training is available.
e. Physical ability to perform work involving lifting, carrying, pushing, and pulling.
f. Familiarity using hand tools and small power tools.
g. Highly organized and detail oriented.
h. Strong problem solving and analytical skills.
a. Ability to remain alert and exercise sound judgment.

Salary, Benefits and Conditions of Employment

The Municipality has an approved salary scale for this position. Placement and incremental increases on this scale are based on qualifications, experience and demonstrated ability to perform the responsibilities of this position.

Job Level 2	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
	$47,579	$49,377	$51,175	$52,973	$54,771	$56,569

Other benefits include, but are not limited to:

- Defined benefit pension plan
- Comprehensive health and dental benefits
- Compressed work week policy
- Employee wellness and social programs

This is a full-time position based at the Municipality's facilities located in Upper Nappan, NS.

The Municipality's Personnel Policy should be referred to for additional information regarding conditions of employment, it can be found here:

https://www.cumberlandcounty.ns.ca/government/policies/2645-personnel-policy-handbook-october-2024-1/file.html