



Job Posting

Facility Maintenance (Springhill, NS)

The Facility Maintenance position plays an integral role in providing essential services, both to staff and the public. This position is primarily responsible for the Springhill Admin Center (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 terms of the Canadian Union of Public Employees Local 919 collective agreement will apply to this position posting. Applications from this Bargaining Unit will be given preference. Should there not be any qualified candidates from the Bargaining Unit, other applicants will be considered.

A detailed position description and hourly rate is attached below.

Deadline for resumes is Thursday, May 21, 2026, 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 "Facility Maintenance (Springhill, NS)"

Department of Public Works: Facility Maintenance

Job Title

Facility Maintenance

About the Role

The Facility Maintenance position plays an integral role in providing essential services, both to staff and the public. This position is primarily responsible for the Springhill Service Center (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.

This is a unionized position with the Canadian Union of Public Employees (“CUPE”), Local 919.

This position reports to the Director of Public Works.

Responsibilities and Duties

- a. Create regular maintenance schedules.
- b. Inspect the Municipality’s facility and surrounding property to ensure it is clean and functioning properly.
- c. Oversee the daily maintenance of the Municipality’s facility and surrounding property by performing tasks such as sweeping, mopping, cleaning surfaces, emptying garbage bins and cleaning bathrooms.
- d. Operate various tools and equipment such as power washers, hedge trimmers, lawn mowers and snowblowers.
- e. Perform seasonal maintenance tasks such as mowing, landscaping and snow removal.
- f. Inspect and maintain plumbing, electrical and heating systems.
- g. 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.
- h. Coordinate stock, service, and equipment purchases per County Procurement and Expenditure policies.
- i. Schedule, coordinate, and perform upkeep, maintenance, and preventative maintenance on all relevant facilities, infrastructure, grounds and equipment.
- j. Respond to maintenance requests and work orders.
- k. Respond to emergency situations including urgent repairs and alarms.
- l. Maintain records of maintenance activities and repairs, including daily logs.
- m. Keep a current record of Material Safety Data Sheets for materials kept on site.
- n. Provide supervisor with regular reports, updates on maintenance activities and inform them when contractors or service providers are needed.
- o. Coordinate with contractors or service providers for large-scale repair and maintenance projects.
- p. Keep an inventory of supplies and tools and inform supervisor when replacements are needed.

- q. Provide supervisor with recommendations about facility improvements and develop annual budget proposals for facility upkeep, improvements and maintenance.
- r. Ensure work is performed in accordance with operational manuals.
- s. Ensure the facility operates in compliance with applicable health and safety by-laws and legislation, including the *Occupational Health and Safety Act and Regulations*, the *Smoke-free Places Act*, the *Health Protection Act* and *Food Safety Regulations*.
- t. Perform other duties as assigned or required.

Qualifications

- a. A high school diploma or equivalent.
- b. Minimum of two years' experience in a facilities operation and maintenance position.
- c. A valid Nova Scotia driver's license.
- d. Ability to operate a range of equipment, power tools and hand tools.
- e. Knowledge of applicable health and safety standards.
- f. Occupational Health and Safety training including WHIMIS, Fire Extinguisher Use, First Aid and CPR, or willing to obtain upon being offered employment.
- g. Physical fitness and ability to lift or move up to 50 pounds.
- h. Strong communication skills.
- i. Excellent organizational skills.
- j. Ability to manage multiple tasks simultaneously.
- k. Strong problem-solving, decision-making, and critical-thinking skills.
- l. Ability to prioritize tasks.
- m. Ability to work outside of scheduled hours.
- n. This position requires RCMP clearance. Must be willing and able to obtain.

Salary, Benefits, and Conditions of Employment

Hourly Rate: \$30.64

This is a full-time union position based at the Municipality's Administrative Office located in Springhill and the surrounding property.

Other benefits include, but are not limited to:

- Defined benefit pension plan
- Comprehensive health and dental benefits
- Employee wellness and social programs

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>