



Facilities Support

Department Recreation, Culture & Wellness	Vacancy Existing	Employee Group Non-Union	Position Type Permanent Part Time
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Join Us at the Town of Pelham!

The Town of Pelham is a vibrant and welcoming community dedicated to creating opportunities for current and future generations. We are proud to be part of the Niagara Region, known for its natural beauty, strong sense of community, and commitment to sustainability and growth.

Pelham is part of the Dish with One Spoon wampum, a treaty that guides a commitment to principles reflecting respect for our shared environment and responsibility to one another:

- Taking only what we need
- Leaving some for others
- Keeping our community clean and thriving

Pelham is home to approximately 19,000 residents and continues to grow while maintaining its small-town charm and high quality of life. The Town's 2023-2027 Strategic Plan prioritizes responsible growth and development, environmental stewardship, and building a resilient, future-ready organization. The mission is to create an active and sustainable community while promoting an exceptional quality of life, valuing its people, their experiences and the environment. Join the team and help make a meaningful difference in Pelham!

The Opportunity

Reporting to the Supervisor of Recreation Facilities, the Facilities Support staff assist with all activities related to the operation, maintenance and cleaning of the Meridian Community Centre, Old Pelham Town Hall, sports fields and the pool. The Facilities Support staff provide exceptional customer service to all users and ensures these facilities are safe and clean.

About You

What You Will Do

- Assist with preparation, set up and tear down of events including indoor programming, meetings, and outdoor seasonal events, ensuring set up is acceptable and cleanliness is satisfactory
- Assist in the maintenance of the arena ice surface and in the cleanliness of the Meridian Community Centre, outdoor pool, Old Pelham Town Hall, and active parks
- Assist with field and lining operations, including ball diamonds and soccer fields, as needed
- Provide assistance and general information to guests
- Maintain inventory and stock areas
- Inspect and clean washrooms and the general area throughout the duration of events to ensure tidiness

- Provide a constant presence inside and outside the rink area to deter any disruptive conduct, assist with crowd control and provide general customer service. Monitor behavior of guests and report suspicious or unruly behaviour
- Other duties as assigned

What We Are Looking For

Before reviewing the qualifications listed below, we want you to know that we understand you may not meet all the qualifications described. We do still encourage you to apply as you may have other relevant expertise and experience to bring to the role

- Strong interpersonal skills; capable of working with a diverse staff to achieve desired results professionally and efficiently.
- Valid G Driver's License
- Excellent customer service
- Ability to work extended hours in a physically demanding position and the ability to lift 50 pounds
- Smart Serve Certification is preferred

What's In It For You

- A competitive wage ranging between **\$21.69 to \$23.99 per hour** with a 28-hour work week (day and afternoon shifts from 7:00am – 11:30pm, 7 days a week, including occasional holidays). Occasional work outside of normal working hours may be required.
- The option to participate in the OMERS pension plan
- A supportive and collaborative work environment
- A commitment to creating a diverse, equitable and inclusive culture that promotes a sense of belonging and represents and reflects the needs of the community we serve.

Summary

- Pay Rate: \$21.69 - \$23.99 per hour
- Vacancy: Existing
- Department: Recreation, Culture & Wellness
- Position Type: Permanent Part-Time
- Employee Group: Non-Union
- Work Location: On-site
- Hours of Work: 28
- Number of Openings: 1
- Posted Date: January 16, 2026
- Application Deadline: Friday, January 30, 2026, by 4:30pm

Applications are available online at <https://www.pelham.ca/careers> and must be submitted by **4:30pm on Friday, January 30, 2026**.

The Town of Pelham is an equal opportunity employer. We are committed to inclusive, barrier-free recruitment and selection processes and work environments. In accordance with the *Accessibility for Ontarians with Disabilities Act*, if you require this document or any additional documents in an alternative format, please contact Town Hall at 905-892-2607, ext. 315. Should you require any special accommodations to apply for a position or interview for a position with the Town of Pelham, we will endeavor to make such accommodations.

The Town of Pelham does not use artificial intelligence to screen, assess or select applications in the recruitment process.

We thank each applicant for taking the time and effort to submit their resume, however, only candidates to be interviewed will be contacted.

In accordance with the *Municipal Freedom of Information & Protection of Privacy Act*, all information is collected under the authority of the *Municipal Act, 2001*, and will only be used during the selection process for the subject posting.