

**EMPLOYMENT OFFER**  
**Internal and External Posting**

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**1.0 POSITION**

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1.1	Title:	Maintenance Agent
1.2	Immediate Supervisor:	Director General
1.3	Type of Position:	<b>Replacement – Occasional status</b>
1.4	Salary:	Equivalent to the salary outlined in the collective agreement for this position

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**2.0 DESCRIPTION**

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Under the authority of the Director General, the Maintenance Agent shall carry out all required maintenance duties for municipal infrastructures within the territory of the Municipality of Grosse Ile. This may include working inside and/or outside.

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**3.0 DUTIES AND RESPONSIBILITIES**

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- Maintain all municipal infrastructures within the territory of the Municipality of Grosse Ile (minor maintenance and repair, painting, etc.);
- Report all necessary repairs required to any of the infrastructures under his/her responsibility and carry out the repairs whenever possible;
- Maintain the grounds of all municipal infrastructures within the Municipality of Grosse Ile;
- Verify and maintain all equipment under his/her responsibility;
- De-icing and snow removal of all public entrances according to the specifications of his/her immediate supervisor (this must be carried out prior to 8:00 a.m.);
- All other required tasks relevant to the position.

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## 4.0 REQUIREMENTS

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**The ideal candidate should have or be:**

- Available to work on a variable schedule;
- Show proof of ability to carry out manual work and to be autonomous.

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## 5.0 QUALIFICATIONS

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- Possess a Secondary V diploma and have experience in the area of office maintenance and repair. All other equivalent education and professional experience may be deemed satisfactory.

Interested persons are asked to forward their résumé to the address indicated below on or before 11:59 p.m., Tuesday, November 3, 2020.

Municipality of Grosse Ile  
1-006 chemin Jerry  
Grosse Ile (Quebec)  
G4T 6 B9

E-mail: [jturnbull@mungi.ca](mailto:jturnbull@mungi.ca)