

## Job Posting

Internal

External/Internal

**Job Title:**

# Building Maintenance Worker

**Posting No:**

## CY 129

**Job Location:** Courtenay

**Note:** This position includes a full benefit package, enrolment in the Municipal Pension Plan, and three weeks of paid vacation.

**Duties and Qualifications:** See job description at the end of this document.

**Salary Rate:** \$19.45 - \$22.65, JJEP Grid 10, Step 1\*

**Schedule:** To be determined with Manager.

**Hours per week:** 35

**Closing date:** June 20, 2019, at 4:30 pm with a possible extension until a suitable candidate can be found. Applications will not be considered after this date if a suitable candidate has been found.

**Apply to (resume with 3 references):**

Alisha McLain

**Email:**

alisha.mclain@jhsni.bc.ca

**Fax:**

250-286-3650

**Mail:**

140 10<sup>th</sup> Avenue, Campbell River BC V9W 4E3

This position is open to applicants of all genders.

This position requires union membership and the completion of two criminal record checks.

The John Howard Society of North Island is an employment equity employer.

\*All JJEP/Paraprofessional positions are subject to wage grid levels. Positions begin at Step 1 and are increased to Steps 2 through 4 based on number of hours worked.

## Job Description

<i>Job Title:</i>	Building Maintenance Worker
<i>Work sites:</i>	Courtenay
<i>Program:</i>	Supportive Housing Program
<i>Benchmark:</i>	Building Maintenance Worker
<i>Grid Level:</i>	10
<i>Reports To:</i>	Program Manager
<i>Prepared Date:</i>	January 25, 2019
<i>Approved By:</i>	Executive Director
<i>Approved Date:</i>	January 28, 2019
<i>Revised and Approved by ED:</i>	
<i>Reviewed:</i>	

### Job Summary

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Performs maintenance and repairs related to buildings, grounds, and equipment, in one or more areas such as electrical, plumbing, painting and grounds-keeping.

### Key Duties and Responsibilities

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- Establishes, monitors, and carries out preventative maintenance procedures and schedules for buildings, equipment and grounds. Ensures building and equipment meet all safety, security and fire regulations and policies. Makes recommendations for major repairs and purchases to supervisor.
- Performs carpentry, electrical, painting, mechanical and plumbing maintenance and repairs such as repairing furniture, constructing shelves, installing switches, replacing plugs and other basic appliance repairs, applying paint and other finishes, repairing drywall, disassembling and reassembling equipment, replacing sinks and toilets and applying finishing materials such as linoleum.
- Monitors work performed by contractors, prepares estimates of labour and material costs, contacts external contractors and trades people to obtain quotes and arranges for major repairs and maintenance work.
- Collects and removes garbage and recyclable materials and ensures the safe disposal of hazardous waste.
- Cleans external areas such as entranceways, sidewalks and parking lots using manual and power brooms, rakes, shovels and other equipment to remove dirt, leaves, snow

and other refuse. Performs minor gardening and lawn maintenance tasks such as mowing, weeding, pruning and watering.

- Completes and maintains related records such as maintenance log and security incident reports.
- Transports equipment, furniture, and supplies manually and/or using aides such as dollies and carts. Operates a motor vehicle to pick up and move goods and supplies. Arranges furniture for special events.
- Performs other related duties as required.

## Qualifications

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The requirements listed below are representative of the knowledge, skills, and/or ability required to perform each essential duty satisfactorily.

### Education and Experience

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Grade 10, plus related vocational training such as a building maintenance course.

Two (2) years recent related experience

Or an equivalent combination of education, training and experience.

### Other Skills and Abilities

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Worker must:

- Follow, and support the update of, the Development's Maintenance Plan
- Ensure all duties are carried out in accordance with current Occupational Health and Safety Regulations contained within the *Workers Compensation Act*.
- Carry out routine inspections to ensure safety hazards are identified and corrected.
- Conduct regular fire inspections, drills, testing and maintenance and maintaining records in respect of the same.
- Have the ability to form a mutually respectful partnership with housing residents.
- Have the ability to accept the differences he or she will find among residents.
- Accept individuals' rights to self-determination and individuality, and must not discriminate on the basis of race, ethnicity, language, religion, marital status, gender, sexual orientation, age, abilities, socio-economic status, political affiliations, or national ancestry.
- Have the ability to work respectfully in partnership with other team members.
- Have basic computer and Internet skills.

### Other Job Requirements

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- The Building Maintenance Worker must be willing to work some weekends and evening as required.
- Workplace Hazardous Materials Information System (WHMIS) training is required.

- The Building Maintenance Worker must have a valid driver's license and safe, reliable transportation, and must obtain appropriate insurance as per Society policy.
- Two completed, acceptable criminal record checks, one from the Criminal Records Review and one from the RCMP.
- The Building Maintenance Worker will follow the Code of Ethics and the Mission Statement of The John Howard Society of North Island. The Worker will also abide by the relevant rules and regulations set out by BC Housing.

## Diversity

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The John Howard Society of North Island welcomes applications from all qualified applicants including but not limited by those of any gender, race, orientation, or disability. Multilingual skills and multicultural competence are assets.