

POSITION VACANCY - COMMUNITY SERVICES

(Internal/External Competition)

#2021-34

FACILITIES MAINTENANCE WORKER I

(1 position)

Job Title:	FACILITIES MAINTENANCE WORKER I
Classification:	Casual
Department:	Parks, Recreation & Culture
Duties:	See attached Job Description
Required Qualifications:	See attached Job Description
Rate of Pay:	Band 2 - \$27.42 per hour (Subject to JE)
Hours of Work:	No guarantee of hours
Conditions of Employment:	Parks, Recreation and Culture is a seven-day per week operation and require employees to be available for work weekdays, evenings and weekends.
Union:	Canadian Union of Public Employees (C.U.P.E.) Local 401
Benefits:	As per the Collective Agreement
Reporting To:	Facilities Maintenance Supervisor

Per CUPE Agreement Article 15.02: "APPLICANTS FOR THIS POSITION SHALL AGREE THAT IN THE EVENT OF A GRIEVANCE REGARDING FILLING OF THIS POSTING, INTERVIEW AND SELECTION DOCUMENTATION SHALL BE RELEASED TO THE UNION".

This job posting will remain open until filled. For further information please contact:
Ian Paydli, Manager of Human Resources. Email: hr@ladysmith.ca | Ph: 250.245.6412

Submit cover letter and resume to:

Ian Paydli, Manager of Human Resources
City Hall, 410 Esplanade, PO Box 220
Ladysmith, BC V9G 1A2
Email: hr@ladysmith.ca; Ph: 250.245.6412

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TOWN OF LADYSMITH

EMPLOYMENT OPPORTUNITY

FACILITIES MAINTENANCE WORKER I

The Opportunity

Do you have a knack for keeping things running smoothly and in good order? Do you enjoy having variety and flexibility in your day while working to enrich the lives of those within the community? If you've answered yes - we'd like to meet you. The Town of Ladysmith is seeking a reliable and organized Casual Facilities Maintenance Worker I.

The Organization and Team

Our team, across the entire organization, works for purpose, balance and community. We are all engaged to create a safe, caring, and well managed work environment that reflects the quality of its people.

As your employer we want to be an important part of your life, but we also want you to have a life. The Town of Ladysmith supports its employees with competitive compensation and the flexibility to deal with personal and family life.

We also recognize you need to enjoy your work and the people you work with. At the Town of Ladysmith, we are growing and evolving. This creates a motivating environment and work

community, and will keep you excited about your job day after day. We are colleagues, mentors and friends.

The Location

Nestled on the eastern shores of spectacular Vancouver Island the Town of Ladysmith has a population of approximately 9,000 people, provides an inviting small town atmosphere and yet, is only a short commute to all the amenities of a major urban centre. Residents enjoy excellent community and recreational facilities and year-round opportunities for outdoor enthusiasts

The Position

The work of this position is important to the community. The Town of Ladysmith is known for its top-notch parks and facilities and you will help maintain this reputation. Within the role you'll be responsible for ensuring the safe, consistent operation of our swimming pools as well as a variety of facility maintenance and cleaning tasks across a variety of spaces.

The Requirements

We want you to be successful in your role. To ensure success we'll need you to have completed grade 12 (or equivalent) and hold a Level I Pool Operator certification.

How to Apply

Interested in joining our team? If your background mirrors our requirements, we'd love to hear from you. Please submit a cover letter and resume in confidence to hr@ladysmith.ca referencing competition #2021-34 This competition will remain open until filled. Candidates are encouraged to apply at their earliest convenience.

For a complete opportunity profile, please visit our website at <https://www.ladysmith.ca/city-hall/careers-volunteering/current-vacancies> and for further information, contact:

Ian Paydli,
Manager of Human Resources
City Hall
410 Esplanade, PO Box 220
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(e) hr@ladysmith.ca (p) 250.245.6412

TITLE:	FACILITIES MAINTENANCE WORKER I
DEPARTMENT:	FACILITIES MAINTENANCE
DIVISION:	PARKS, RECREATION & CULTURE
CATEGORY:	UNION CUPE LOCAL 401
BAND:	2 (SUBJECT TO JOB EVALUATION)

GENERAL ACCOUNTABILITY

Reporting to the Facilities Maintenance Supervisor, this position is responsible for performing various mechanical readings and corresponding pool operation adjustments as well as a variety of facility maintenance and various repetitive cleaning tasks following well-established procedures in or around public buildings. The character of the work may dictate various shift patterns.

PRIMARY DUTIES AND ACCOUNTABILITIES

- Performs regular water tests and adjusts chemicals accordingly to meet Health Act and Parks, Recreation & Culture Department standards.
- Makes routine equipment checks reporting issues to the Facilities Maintenance Supervisor.
- Completes facility repairs at the direction of the Facilities Maintenance Supervisor.
- Maintains a high degree of cleanliness of various Town facilities.
- Sweeps, mops, strips, waxes, buffs and polishes floors. Vacuums floor coverings and upholstery. Dusts and cleans furniture. Cleans rooms, washes walls, windows, and fixtures. Collects and transfers garbage to larger containers. Washes, rinses, dries and shelves glassware, china, cutlery, pots and pans. Cleans staff rooms, offices, appliances, and replenishes supplies.
- Replaces light bulbs, cleans and/or replaces filters.
- Cleans restrooms and replenishes supplies. Unstops sinks/toilets.
- Sets up and restacks tables and chairs, portable stages, partitions, moves office furniture and equipment, and moves or disposes of materials and refuse as required.
- Sweeps sidewalks, clears snow and picks up refuse.
- Opens and locks various Town facilities, prepares them for use by the public, and ensures security after use.
- Sets up and takes down equipment as required by user groups.
- Other related duties as required.

REQUIRED QUALIFICATIONS, KNOWLEDGE, SKILLS AND ABILITY

1. Completion of grade 12 or equivalent and some recent, relevant experience.
2. Demonstrated knowledge of standard methods, materials, and equipment used in janitorial care.
3. Ability to obtain and maintain RCMP Enhanced Reliability Status security clearance.
4. Ability to obtain and maintain a satisfactory Police Information with Vulnerable Sector check.
5. Pool Operator Level I certification.
6. Valid British Columbia Class 5 Drivers Licence.
7. Valid Workplace Hazardous Material Information System (WHMIS) certificate.
8. Current Standard First Aid Level I certification with CPR-C.
9. Demonstrated ability to communicate effectively in a wide variety of situations applying diplomacy and interpersonal skill to establish and maintain productive relationships.
10. Demonstrated high level of focus on internal and external client service continuously seeking ways to meet and exceed expectations.
11. Demonstrated initiative with specific direction; completing tasks by removing barriers and locating necessary resources.

12. Demonstrated ability to work cooperatively within a team and with Town employees, stakeholders and partners to achieve optimal results.
13. Demonstrates valuing diversity.