

*The Town of Ladysmith provides its employees the opportunity to make a positive and meaningful impact on the daily lives of the public we serve. Are you looking for a dynamic and interesting career? The Town of Ladysmith is seeking a self-motivated professional for our Parks, Recreation & Culture Facilities Maintenance Department.*

**FACILITIES MAINTENANCE WORKER I**

Internal/External Competition #2024-16

<b>Department:</b>	Parks, Recreation & Culture – Facilities Maintenance
<b>Classification:</b>	Temporary Part Time – April 8, 2024 – August 23, 2024
<b>Duties &amp; Required Qualifications:</b>	See attached Job Description
<b>Rate of Pay:</b>	Band 2 - \$28.81 per hour (*Pending Job Evaluation)
<b>Hours of Work:</b>	30 hours/week *Actual shift times are subject to change *Wednesday, Thursday, Friday – 4:00 PM – 12:00 AM *Saturday – 3:00 PM – 11:00 PM Parks, Recreation and Culture is a seven-day per week operation and require employees to be available for work weekdays, evenings and weekends.
<b>Conditions of Employment:</b>	Automatic wage deposit
<b>Union:</b>	Canadian Union of Public Employees (C.U.P.E.) Local 401
<b>Benefits:</b>	As per the Collective Agreement
<b>Reporting To:</b>	Facilities Maintenance Supervisor

This job posting will remain open until March 12, 2024. For further information please contact Kelly Giesbrecht, Facilities Maintenance Supervisor at 250.245.6429: [kgiesbrecht@ladysmith.ca](mailto:kgiesbrecht@ladysmith.ca)

If you are interested in applying for the position, send a cover letter and detailed resume which notes your qualifications and experience relevant to the job description in a **WORD or PDF** format only to:

Trish McConnell, Manager of Human Resources  
City Hall, 410 Esplanade, PO Box 220  
Ladysmith, BC V9G 1A2  
Email: [careers@ladysmith.ca](mailto:careers@ladysmith.ca) ; Ph: 250.245.6412; Fax: 250.245.6411

\*Pending job evaluation means that based on the job evaluation process, the rate of pay may be reduced or increased.

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."



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

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### 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.