



Making a difference...together

Employment Opportunity

Facility Maintenance Worker 2

Parks & Environmental Services – Facility Management & Engineering Services

Competition	19/010
Status	Auxiliary (4-6 positions)
Hours of Work	Varies
Rate of Pay	\$27.05 – 28.94 per hour (plus 14% in lieu of benefits)
Review of applications begins	This competition will remain open until the successful candidate is found
Notes	

Summary

The Facility Maintenance Worker provides semi-skilled operational and maintenance services to the Regional District facilities managed by Facilities Management. The incumbent is responsible for maintaining a wide range of facility systems, fixtures, and equipment and for carrying out repairs as required. May be required to be on-call as necessary and to work a variety of shifts as required to maintain operational requirements.

Duties & Responsibilities

- Provides a wide range of operational and maintenance services to Regional District facilities.
- Plan, organize and prioritize assigned work.
- Provides troubleshooting services for facility infrastructure and systems by undertaking necessary investigations to identify problems and makes recommendations on necessary repairs.
- Reads, understands, and interprets engineering and architectural drawings.
- Carries out a complete range of routine maintenance tasks and repairs.
- Ensures that assigned minor project work undertaken by contracted services is completed to the District's standards.
- Provides interior and exterior custodial, operational and general maintenance services, including general clean-up and routine landscaping.
- Liaises with clients as necessary to resolve minor operations and/or maintenance concerns.
- Provides brief written and oral reports on operational matters.
- Provides meeting room set-up, relocation and moving services between facilities.
- Monitors and purchases building supplies.
- Completes routine paperwork in a timely manner.
- Follows all policies, procedures and standards of the CRD
- Performs other related duties as required.

Qualifications

- High school graduation supplemented by some additional technical and/or vocational training in such areas as HVAC, electrical, energy management, and plumbing plus two (2) years' directly related experience in office building systems maintenance.
- Excellent communication (verbal and written), interpersonal and customer service skills are required.
- Working knowledge of interior and exterior facility systems including but not limited to HVAC, electrical, plumbing, glazing, floor and wall systems components.

- Good knowledge of the materials, tools, and equipment used in building maintenance work
- WHMIS training or ability to learn WHMIS.
- Ability to read, understand, and interpret engineering and architectural drawings.
- Ability to exercise initiative in the investigation and diagnosis of a wide variety of facility systems malfunctions and to undertake minor repairs as necessary.
- Ability to work independently and responsibly without close supervision for prolonged periods.
- Ability to exercise initiative, tact, judgment, and discretion in dealing with internal/external stakeholders.
- Proficiency and experience with word processing (MS Word), spreadsheets (MS Excel), email (MS Outlook) and SAP.
- Reasonable typing skills with attention to accuracy.
- Sufficient physical strength and stamina to perform the required duties.
- Willingness and ability to perform duties in all types of weather conditions.
- Must possess a valid BC Driver's Licence.

Applications

To apply for this exciting opportunity, please submit your resume and covering letter online at www.crd.bc.ca under "Careers".

The CRD wishes to thank you for your interest and advises that only those candidates under active consideration will be contacted.

