



Making a difference...together

Employment Opportunity

PARK ATTENDANT - CUSTODIAN

Parks & Environmental Services – Regional Parks

Competition	19/045
Status	Auxiliary
Hours of Work	40 hours bi-weekly
Rate of Pay	\$24.24 per hour (plus 14% in lieu of benefits)
Review of applications begins	4:00pm on March 25, 2019
Notes	Shifts as required for operational requirements; current shift schedule Monday – Friday, 3:00 p.m. – 7:00 p.m.

Summary

The Building Custodian performs routine janitorial and maintenance duties at Regional Parks Headquarters. This position is responsible for maintaining the buildings in a clean and safe condition on a daily basis. This position requires some independent judgment and the ability to work independently while on shift.

The anticipated length of this term assignment is approximately 14 months.

This position requires an acceptable criminal record check. The applicant/incumbent will be required to undergo a criminal record check in order to work in this position and to report to their supervisor if any criminal charges are laid against them that may be related to their employment in this position.

Duties & Responsibilities

- Conducts the routine cleaning of the Parks Headquarters buildings, including but not limited to, sweeping, vacuuming and mopping of common areas and offices.
- Conducts routine janitorial services, such as cleaning rest rooms in the buildings.
- Dusts and damp mops offices and kitchens.
- Cleans lunchroom appliances.
- Cleans windows and washes walls as necessary.
- Removes garbage and compost daily.
- Cleans carpets as required.
- Strips and waxes floors as required.
- Ensures on-site vehicles are secure and secures the buildings each evening.
- Responsible for on-site recycling and contacting the contractor to empty recycling bins.
- Changes light bulbs as necessary.
- Reports any deficiencies to supervisor.
- Completes and submits all forms and reports.
- Orders cleaning supplies and inventory control.
- Ensures WHMIS policies are followed and information sheets are up to date for cleaning products.
- Purchases, uses and disposes of all cleaning products in an environmentally friendly manner.

- Follows all policies, procedures and standards of the CRD
Performs other related duties as required

Qualifications

- High School graduation
- Excellent communication (verbal and written), interpersonal and customer service skills are required.
- Demonstrated ability in understanding and carrying out verbal and written instructions
- Knowledge of WHMIS
- Valid First Aid Certificate
- Demonstrated experience with customer service and basic public relations
- Demonstrated ability to work co-operatively in a team environment with parks staff, law enforcement personnel and other agencies
- Physically fit and able to perform lifting
- 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.

