

Internal / External Job Posting

Job Title: Building Maintenance Worker

Program: Housing Services

Location: Golden

Classification: Building Maintenance Worker

Hours: 16 per week

Wage: BCGEU General Services Agreement Grid 10

Closing Date: open until filled

Position requires BCGEU membership

JOB SUMMARY: Performs maintenance & repairs related to buildings, grounds and equipment, electrical, plumbing, painting and grounds-keeping at the designated site(s).

QUALIFICATIONS:

- Grade 12 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
- Class 5 Drivers licence and occasional use of personal vehicle for work required.

KEY DUTIES AND RESPONSIBILITIES:

- Establish, monitor and carry 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 material 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 logs 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 moves goods and supplies. Arranges furniture for special events.
- Performs other related duties as required.

Submit resume to: reception@cmhakootenay.org Subject: Golden Maintenance
CMHA Kootenays thanks all applicants; however, only those selected for interviews will be contacted