



Building Service Worker (Full-time) (Posting #2020-16)

Reporting to the Director of Recreation and Facilities or designate, the Building Service Worker will perform a variety of cleaning and maintenance functions in a municipal building to ensure a high standard of cleanliness and sanitation. Overall objective is to provide a clean, safe, secure and pleasant environment for those occupying or visiting the building. Duties will include but are not limited to:

- Perform a variety of custodial and janitorial tasks to ensure municipal facilities are maintained to established standards.
 - Clean/sanitize floors including: sweeping, mopping, vacuuming and using the industrial floor machines on various types of flooring; clean and sanitize washrooms, change rooms and fixtures; and operate standard cleaning equipment such as floor sweepers, vacuums, industrial floor machines, aqueous ozone system etc.
- Assist with facility resource set-up and take-downs for various events and functions.
 - Set up and take down resources needed for events and functions such as chairs, tables, dishes, audio-visual equipment, etc.

Qualifications/Knowledge/Skills/Abilities

- Completion of Grade 12 and a valid BC Driver's License
- Six months' experience in industrial janitorial or a combination of education and/or relevant experience
- Building Service Worker Level 1 and/or 2 and/or Refrigeration Safety Awareness would be an asset
- Ability to perform physical tasks such as climb ladders, lift, push and carry objects; and perform physical tasks for the entirety of the work-day;
- This position is considered a position of trust within the Municipality and the successful applicant must successfully pass a Police Information Check.

Status/Hours/Shifts

Full-time; 40 hours per week average; shift work (evenings and weekends will be required)

Rate

Building Service Worker: \$26.63 per hour as per the collective agreement; 90% probationary rate may be applicable depending upon applicant's current status.

How to Apply

A complete job description is available on our website at www.NorthernRockies.ca under Human Resources and applicants are encouraged to review it prior to applying. Applicants that don't meet the minimum requirements may also be considered. Please apply with your resume and cover letter via mail, e-mail or fax to:

Erin La Vale, CPHR
Deputy CAO/Director of Human Resources
NORTHERN ROCKIES REGIONAL MUNICIPALITY
Bag Service 399 | Fort Nelson, BC | VOC 1R0
Fax: 250-774-6794 Email: jobs@northernrockies.ca

Applications will be accepted until **4:30 pm on Tuesday, October 6, 2020.**

Please include an email address so we may contact you to acknowledge receipt of your application.

Please see the job description for a full position description and a list of the qualifications, required knowledge, education and skills necessary to perform the job.

***The Northern Rockies Regional Municipality is an equal opportunity employer.
This is a bargaining unit position and the recruitment process is governed by the Collective Agreement
between the Northern Rockies Regional Municipality and CUPE 2167.***

Position Title: Building Service Worker
Department: Recreation
Reports To: Director of Recreation and Facilities or Designate
Employee Group: Union – CUPE
Wage Group: Building Service Worker

Date of Revision: January 2020

Position Summary:

Reporting to the Director of Recreation and Facilities or designate, the Building Service Worker will perform a variety of cleaning and maintenance functions in a municipal building to ensure a high standard of cleanliness and sanitation. Overall objective is to provide a clean, safe, secure and pleasant environment for those occupying or visiting the building. All recreation operations positions work together as part of a team and there are significant overlaps in responsibilities within the operations team as well as within specific positions.

Responsibilities:

1. Specific Responsibilities

Perform a variety of custodial and janitorial tasks to ensure municipal facilities are maintained to established standards.

- Clean/sanitize floors including: sweeping, mopping, vacuuming and using the industrial floor machines on various types of flooring
- Clean and sanitize washrooms, change rooms and fixtures
- Replenish supplies in washrooms and change rooms
- Clean and sanitize rental spaces and usage items (dishes, chairs, tables, linens, etc.)
- Empty refuse containers
- Operate standard cleaning equipment such as floor sweepers, vacuums, industrial floor machines, aqueous ozone system etc.
- Clean glass, walls, baseboard/cove base, ceiling tiles, vents/duct work etc. as needed
- Maintenance and upkeep of custodial tools and equipment including: maintaining clean equipment and storage rooms; repairing and changing pads on floor machines, etc.
- Store and utilize janitorial and maintenance supplies (e.g., cleaning products, light bulbs, etc.) following WCB and other regulations (WHMIS/GHS)
- Report custodial supply needs to supervisor for replenishment to ensure the maintenance of inventory of frequently used supplies and standardized items
- Recommend related supplies, equipment and materials required for performance of duties

Assist with facility resource set-up and take-downs for various events and functions.

- Set up and take down resources needed for events and functions such as chairs, tables, dishes, audio-visual equipment, etc.

Other Related duties

- Maintaining courteous and positive public relations with customers, including residents of the community, representatives of organizations and other staff, by delivering quality customer service
- Assist with maintenance of facilities including maintaining clean storage rooms and resolving minor plumbing issues (clearing clogs of sinks/toilets)
- Report building and equipment repairs required to supervisor

- Initiate work orders and assist with the co-ordination of work with other departmental groups as required
- Assist in the implementation of statistical reports, logbooks, and inspection forms as required
- Ensure municipal buildings are secured and alarmed, when required
- Perform all duties in conformance to a maintenance schedule and established practices and procedures
- Ensure that all work performed is in accordance with safety standards set forth in Worksafe BC's occupational health & safety manual and that regulations are adhered to including the use of PPE
- Demonstrate continuous effort to improve operations, streamline work processes and work cooperatively towards an efficient and effective work environment.
- Orients new janitorial staff to the position.

2. Additional Responsibilities:

The duties listed are not set forth for the purpose of limiting the assignment of work and are not to be construed as a complete list of the duties normally to be performed under a job title or those duties temporarily performed outside the normal line of work.

3. Statutory Roles

None.

Decision Making Accountability and Responsibility

1. Decision Making Authority/Independence

Written guidelines and procedures exist for majority of tasks performed. Ability to work alone and make informed decisions with a minimal amount of supervision with regards to which questions and situations can be independently answered versus needing referral to supervisor. Receives direction from supervisor or designate on non-routine matters.

2. Impact/Consequence of Error

Decisions consistently affect other Recreation employees and, at times, will affect the work performed in other areas within the Recreation Department. Inaccurate interpretation or relaying of information may results in complaints and/or financial loss to the Municipality. This position is accountable for janitorial supply management.

3. Financial Impact

None.

4. Human Resources

This is a non-supervisory position.

5. Occupational Health & Safety

Reports immediately, to the designated supervisor, all accidents or injuries and activates emergency procedures as required; detects and reports observed hazardous conditions, practices and behaviors in the workplace.

Contacts

1. Internal

Receives and provides routine information to other department staff.

2. External

Provides service and information to the public in-person.

Working Conditions**1. Environment**

Varied indoor environments ranging from warm and humid (pool change rooms) to cold and dry (ice arena). Frequent work with custodial and janitorial cleaning chemicals. Shift work is required. Occasional overtime may be required. Shifts may require working alone. Work occurs in a facility that uses ammonia as a refrigerant in an ice plant.

2. Physical Effort

Varying levels of physical effort, including moderate lifting, walking, standing, pushing and pulling, reaching, and carrying. Repetitive motion cleaning tasks using both upper and lower body (cleaning glass, sweeping and mopping). Some work at heights (ladders and in the Play Space).

Qualifications**1. Formal Education**

Completion of Grade 12

2. Training/Experience

Six months' experience in industrial janitorial or a combination of education and/or relevant experience

Building Service Worker Level 1 and/or 2 and/or Refrigeration Safety Awareness would be an asset

3. Professional Designation/Licenses/Memberships

A valid BC Driver's license

4. Knowledge/Abilities/Special Skills

Knowledge of:

- tools equipment, procedures, principles, methods and standards used in janitorial and building maintenance;
- the occupational hazards and precautionary measures as related to building maintenance and janitorial work;
- maintenance and janitorial supplies storage and care standards, following WorkSafe BC and WHMIS regulations;
- audio-visual equipment including projectors, in-house and portable sound systems;
- ammonia safety and emergency procedures; and
- standards, policies and procedures of the work of the Municipality.

Ability to:

- perform physical tasks such as climb ladders, lift, push and carry objects;
- perform physical tasks for the entirety of the work-day;
- read and comprehend the English language to closely follow oral and written procedures, guidelines and regulations (e.g., Health & Safety Program, product labels, WHMIS, WorkSafe BC Industrial Health & Safety Regulations);
- write short notes or memos to notify supervisor of supplies required, making recommendations, or giving a comprehensive statement of fact;
- learn job related material through oral and written instruction and observation;
- keep maintenance and repair records as required following established procedures and preventative maintenance work order system;
- complete duties in a safe manner following established safety rules and regulations;
- establish and maintain effective working relationships with employees and public in the building;

- work independently, coordinate tasks and change work priorities to ensure completion of daily, weekly, monthly and annual assignments, without disrupting or endangering public or employee access to the building; and
- assess work completed to ensure standards are met and correct deficiencies as noted.

Special Skills or Other

- Ability to achieve high standards of facility cleanliness and willingness to meet these standards on a regular basis.
- Ability to enact and lead facility evacuations and respond to emergencies involving ammonia refrigerant.
- This position is considered a position of trust within the Municipality and the successful applicant must successfully pass a Police Information Check including a Vulnerable Sector check.



NORTHERN ROCKIES REGIONAL MUNICIPALITY
Job Posting No. 2020.16
Building Service Worker

The Northern Rockies Regional Municipality is accepting applications for a full-time permanent Building Service Worker in our Recreation Department.

The Building Service Worker will perform a variety of cleaning and maintenance functions in a municipal building to ensure a high standard of cleanliness and sanitation. Overall objective is to provide a clean, safe, secure and pleasant environment for those occupying or visiting the building.

Qualifications include completion of Grade 12, six months' experience in industrial janitorial and/or equivalent combination of education and relevant experience. Building Worker Certificate would be considered an asset.

A full copy of the job posting is available on our website under employment at www.NorthernRockies.ca and applicants are strongly encouraged to read the full posting prior to applying. Please apply in the form of a detailed resume and cover letter outlining education, experience, and qualifications to:

Erin La Vale, CPHR
Deputy CAO/Director of Human Resources
NORTHERN ROCKIES REGIONAL MUNICIPALITY
Bag Service 399 | Fort Nelson, BC V0C 1R0 | Fax: 250-774-6794
Email: jobs@northernrockies.ca

Closing Date: Tuesday, October 6, 2020 at 4:30 pm

Visit www.NorthernRockies.ca for a full copy of the job posting

