



Position Title: Maintenance Worker 1
Department: Facilities
Immediate Supervisor: Maintenance Supervisor

Nature and Scope

The Maintenance Worker 1 performs regular building and property maintenance, repair work as well as participates in various projects and event set ups throughout the campus working in conjunction with the Maintenance team. They will be an integral part of the team to help ensure the safety and functionality of buildings, furniture, equipment, machinery, etc. They may work alongside one or more of the Maintenance team to assist with their daily tasks, projects, work orders and event set ups. A flexible positive attitude and willingness to adapt to changing priorities is required, and they must be able to perform all other duties as required by their direct Supervisor.

Responsibilities

- Assist with the maintenance, construction, repair, refinish and installation of tables, shelves, cabinets, countertops, doors and other equipment, fixtures and surfaces;
- Internal and external special event set ups;
- Assist with repairs on doors, windows, floors, lockers, gates, roofs, and ceilings;
- Apply paint to building interiors and exteriors, fixtures and equipment;
- Maintain, and assist with repairs to general plumbing fixtures, heaters, pumps, including drain and toilet blockages;
- Assist with general electrical maintenance, installation and servicing;
- Perform basic preventive maintenance and repairs to heating, ventilation and air conditioning (HVAC) equipment;
- Snow and ice removal;
- Roof and gutter cleaning;
- Power washing and cleaning of hard surfaces, structures and equipment;
- Pickups and delivery of luggage, materials and supplies;
- Assist with general campus maintenance duties as required.

Education/Experience

- Completion of high school is required;
- Valid BC Driver's License and clear drivers abstract; ability to drive a vehicle with standard transmission is an asset;
- Level 1 First Aid certification would be considered an asset;
- Experience in a role with similar duties and responsibilities is an asset.

Knowledge/Skills

- Strong ability to work as a team member, and also self-directed, flexible and able to work independently;
- Able to work well under pressure and meet deadlines;



- Analytical, problem solving, and decision-making skills;
- Organization, communication, and time management skills;
- Well-developed mechanical aptitude is desired;
- Ability to read and understand manufacturers specifications, technical drawings, plans and repair manuals, including those produced on electronic media;
- General computer skills; knowledge of Google Drive, Outlook, MS office;
- Familiar with using hand and power tools;
- Comply with WorkSafe regulations and maintain a clean and tidy work area;
- Safety minded; ability to detect safety concerns and determine best method of completing tasks safely.

Working Conditions

- This is a full-time entry level position in a fast-paced learning and school community environment that operates 7 days per week and may require evening and weekend availability and on occasion additional hours dependent on operational needs;
- Successful clearance of a Criminal Record Check is a condition of employment, and the position is subject to a probationary period;
- Work normally requires a moderate level of mental effort in assessing, problem-solving, reading, organizing, and handling repetitive tasks amid distractions and interruptions;
- Good physical conditioning, agility and strength is required to perform all requirements of the position daily, including lifting up to 50 pounds, working from heights, ladders, platforms, confined spaces, crouching, kneeling, bending, twisting, loosening and tightening, reaching, grasping, climbing stairs, etc.;
- Required to work outdoors in varying weather conditions;
- Must be legally entitled to work in Canada.

Qualified applicants should forward their applications, including cover letter and résumé, to the attention of Human Resources. **Position will remain open until filled.**

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While we thank all applicants for their interest in this opportunity, we will only be in direct contact with those applicants who are selected for interview