



Position Title: Maintenance Worker (Temporary Full Time)
Department: Facilities
Immediate Supervisor: Maintenance Supervisor

Nature and Scope

The Maintenance Worker performs regular building and property maintenance and repair work as well as participates in various projects throughout campus. They will ensure the safety and functionality of buildings, furniture, equipment, machinery, etc. Setting priorities to ensure daily tasks and work orders are on track and completed in a safe and timely manner. 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

- Construct, repair, refinish and install tables, shelves, cabinets, countertops, doors and other equipment, fixtures and surfaces;
- Perform classroom and special event set ups; involves furniture/appliance moving, equipment and shelving installations;
- Maintain accurate and timely records of building maintenance activities;
- Perform hand and bench work, operating hand tools, power tools and other construction-based machinery and equipment;
- Maintain and repair building structures, furniture and appliances;
- Make repairs on doors, windows, floors, lockers, gates, roofs, and ceilings;
- Apply paint to building interiors and exteriors, fixtures and equipment;
- Maintain, and repair general plumbing fixtures, heaters, pumps, including drain and toilet blockages;
- Replace lighting;
- Perform basic preventive maintenance and repairs to heating, ventilation and air conditioning (HVAC) equipment (filters);
- Snow and ice removal;
- Roof and gutter cleaning;
- Assist in general facility maintenance duties as required.

Education/Experience

- Completion of high school is required;
- Valid BC Driver's License and clear drivers abstract;
- Level 1 First Aid certification would be considered an asset;
- At least 3 years of experience in a role with similar duties and responsibilities is required.

Knowledge/Skills

- Well-developed mechanical aptitude is required; ability to effect repairs on-the-fly is a definite asset;



- Proven ability to read and understand manufacturers specifications, technical drawings, plans and repair manuals, including those produced on electronic media;
- Solid organization, communication, and time management skills;
- General computer skills; able to maintain records of scheduled maintenance procedures;
- Highly developed analytical, problem solving, and decision-making skills;
- Proven competency using a variety of shop, hand and power tools;
- Able to work well under pressure and meet deadlines;
- Self-directed, flexible and able to work independently as well as part of a team;
- Comply with safety regulations and maintain a clean and tidy work area;
- Safety minded with the ability to detect safety concerns and determine best method of completing tasks;

Working Conditions

- Located in a modern campus complex in Mill Bay, this is a temporary full-time position that may, on occasion, require additional hours according to operational needs;
- This position may require evening and weekend availability;
- Currently entitled to work in Canada. 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, bending, twisting, loosening and tightening, reaching, grasping, climbing stairs, etc.;
- Required to work outdoors in varying weather conditions;
- Fast paced learning and school community environment that operates 7 days per week;
- Must be legally entitled to work in Canada;
- **Immediate start date with an anticipated end date of May 10, 2019.**

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

Fax (250) 743-8446 | hr@brentwood.bc.ca | 2735 Mt. Baker Rd. Mill Bay, BC V0R 2P1

www.brentwood.bc.ca

While we thank all applicants, we will only be in contact with those applicants who are selected for interview.