

Building Service Worker – Century House

DEPARTMENT:	Parks and Recreation	STATUS:	Auxiliary
NO. OF POSITIONS:	One	UNION:	CUPE, Local 387
HOURS OF WORK:	See Below*	SALARY:	\$22.98 to \$26.89 per hour plus 12% in lieu of all benefits

The City of New Westminster is seeking a Building Service Worker to perform cleaning, janitorial and custodial tasks at Century House. Your duties will include sweeping, vacuuming, waxing and polishing floors, hallways and related areas; washing hand basins, sinks and toilets; cleaning windows, doors, shelves and other surfaces; cleaning and sweeping steps and clearing snow and ice around the buildings; operating, cleaning and minor servicing of automatic heating, hot water and ventilation units; performing minor maintenance, repair and painting; taking down rooms for daily activities; ensuring building security and providing assistance to the public and user groups; completing logbooks and other written materials; and other related work as required.

REQUIREMENTS:

- Completion of Grade 12 (or equivalent) supplemented by a Building Service Worker Certificate and some related experience, or an equivalent combination of training and experience.
- Good knowledge of the methods, materials, tools and equipment used in janitorial work.
- Good knowledge of the principles of operating automatic heating, hot water and ventilation units.
- Good knowledge of routine building maintenance and repair tasks.
- Ability to work with minimal supervision.
- Ability to establish and maintain effective working relationships with a wide variety of internal and external contacts.
- Ability to deal courteously and effectively with the public and to employ contemporary service excellence principles.
- Ability to perform simple repair and maintenance tasks.
- Ability to set up furniture and equipment.
- Ability to understand and follow oral and written instructions.
- Skill in the use and care of cleaning and maintenance equipment.
- Must possess and maintain a valid Class 5 BC Drivers' License.
- The successful candidate will be required to pass and maintain a clear Police Information Check.

***Hours of work include but are not limited to Friday 5:00pm to 9:00pm, Saturday 4:00pm to 10:00pm and Sunday 11:00am to 6:00pm. Applicants must be available to work various day and evening shifts Sunday through Saturday as well Statutory Holidays. Hours per week may vary.**

Apply by sending your resume quoting **competition #18-148, by November 5, 2018**, to the Human Resources Department, City of New Westminster, 511 Royal Avenue, New Westminster, BC, V3L 1H9, Fax: (604)527-4619 or e-mail to hr@newwestcity.ca.

The City of New Westminster welcomes diversity and encourages applications from all qualified individuals. We thank all applicants for their interest and advise that only those selected for an interview will be contacted. This position is only open to those legally entitled to work in Canada.