

DEPARTMENT:	Parks and Recreation	STATUS:	Regular Part Time
NO. OF POSITIONS:	One	UNION:	CUPE, Local 387
HOURS OF WORK:	25 hours per week*	SALARY:	\$24.39 - \$28.54 per hour plus 10% in lieu of benefits (2021 rates)

New Westminster Parks & Recreation Department is seeking a Recreation Facility Worker to carry out routine maintenance and custodial duties at Queensborough Community Centre. Duties will include ensuring the cleanliness of the facility, performing minor maintenance and repair tasks, snow removal and gutter cleaning, setting up and taking down rooms for daily activities, liaising with and providing assistance to the public, enforcing safety rules and regulations of the facility and building security.

If you have the following characteristics and qualifications, we want to hear from you!

- Completion of Grade 12/equivalent, supplemented by some related experience and/or training in building maintenance and customer service; or an equivalent combination of training and experience.
- Sound knowledge of routine building maintenance and repair work.
- Working knowledge of the policies and regulations governing the use of municipal recreation facilities and equipment.
- Working knowledge of the methods, materials, tools and equipment used in custodial work.
- Some knowledge of the software used in the work.
- Ability to demonstrate exceptional customer service skills as necessary to establish and maintain effective working relationships with supervisors, staff, program participants and rental customers.
- Ability to communicate courteously and effectively with the public.
- Ability to work with minimal supervision and to follow instructions independently.
- Ability to set up furniture and equipment.
- Ability to perform simple repair, painting and maintenance tasks.
- Ability to operate standard office equipment and to maintain simple records related to the work.
- The successful candidate must be able to pass and maintain a clear Police Information Check including Vulnerable Sector Check.
- Valid BC Driver's License is preferred.
- Preference may be given to applicants with valid First Aid and/or CPR certification.

*This position works a non-standard work schedule, primarily evenings and weekends. The current shift schedule is Sundays through Thursdays, 5:30pm to 10:30pm, however is subject to change due to operational requirements.

Apply by sending your **cover letter and resume in one document** quoting the competition number, by November 14, 2022 to the Human Resources Department, City of New Westminster, 511 Royal Avenue, New Westminster, BC, V3L 1H9, e-mail to hr@newwestcity.ca using the following format in the subject line: **LAST NAME First Name #22-181**

To support a workforce that reflects the diversity of our community; women, Indigenous Peoples, racialized individuals, persons of diverse sexual orientation, gender identity or expression (LGBTQ2S+), persons with disabilities, and others who may contribute to diversity of our workforce, are encouraged to express their interest.

New Westminster is on the unceded and unsurrendered land of the Halq'eméylem-speaking peoples. It is acknowledged by the City that colonialism has made invisible their histories and connections to the land. We are learning and building relationships with the people whose lands we are on.

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.