
With a moderate climate, spectacular scenery and year-round recreational offerings at our doorstep, the **City of Campbell River** is the ideal location to live, work, and play.

AUXILIARY FACILITY SERVICES WORKER

The City of Campbell River is seeking qualified individuals to augment its custodial relief pool within the Recreation Department. Auxiliary Facility Services Workers are responsible for performing all duties required to support the overall operations in our facilities.

Successful candidates **must have**:

- Grade 12 or equivalent
- Building Service Worker 1 Certification and minimum one (1) year previous work experience in a janitorial position
- **OR,**
Building Service Worker 2 Certification and minimum six (6) months previous work experience in a janitorial position
- Current Level I Occupational First Aid certification, including adult CPR certification
- Customer Service Training
- Clean Criminal Record and Vulnerable Sector Checks

This is physically demanding work and customer service skills are essential. The successful candidate must be willing to work on short notice, and be able to work shift work, evening and weekend shifts.

For candidates seeking work within the Police Services Department you will be required to undergo an RCMP Security Clearance.

The current rate of pay for this CUPE bargaining unit position is \$26.90 per hour.

Please see the attached for a detailed job description that lists all the necessary qualifications for this position.

Please include verification of your education and certifications with your application.

This posting will remain open until the relief pool is filled

Please send your resume with covering letter, quoting **Competition AUX-18-FSW** to:



Human Resources Department
City of Campbell River
301 St. Ann's Road
Campbell River, BC V9W 4C7
Email: careers@campbellriver.ca

We thank all applicants, however, only those selected for interviews will be contacted.



Job Description

FACILITY SERVICES WORKER

Approval Date:	December 2017	Department:	Recreation & Culture
<input type="checkbox"/> IAFF	<input checked="" type="checkbox"/> CUPE	<input type="checkbox"/> Management	
Title of Immediate Supervisor:	Recreation & Culture Supervisor (Operations)		

General Accountability:

Purpose and Scope

Reporting to the Recreation and Culture Supervisor (Operations) and working directly under the supervision of the Facility Services Worker II, the Facility Services Worker is directly responsible for facility services duties at the Community Centre, Sportsplex, City Hall and the Enterprise Center providing seven (7) day per week coverage.

Nature and Scope of Work

The duties for this position are janitorial in nature, which will include, but are not limited to, washing, waxing, and polishing floors, vacuuming and extracting carpeting, picking up supplies, cleaning washrooms, emptying waste baskets, cleaning windows, dusting, replacing burned out light bulbs, set ups for program activities and large events, and minor repairs.

Necessary Qualifications

Knowledge:

- Working knowledge related to chemicals and the mixing of chemicals.
- Working knowledge of WorkSafeBC regulations and safe work procedures as pertaining to the work.
- Working knowledge of conflict resolution strategies.
- Familiar with working on a networked computer system.
- Familiar with using various office equipment including photocopier and facsimile machine.
- Knowledge of fundamentals of accident prevention.

Skills:

- Safe work habits and practices.
- Good public relations skills.
- Effective and courteous interaction with the public, user groups, other agencies and internal departments.
- Good verbal and written communication skills.
- Proven time management and organizational skills.
- Skilled at remaining calm during hostile situations and when under stress.

Abilities:

- Physically fit and in good health in order to lift, carry, bend, stretch and reach. Must have sufficient physical strength, stamina and ability to perform the work.
- Self-motivated and able to work with minimal direction or supervision.
- Ability to follow operating guidelines and work in a safe manner.
- Basic computer skills.
- Ability and willingness to contribute to maintaining a respectful, safe and supportive work environment that embraces diversity, along with treating everyone with courtesy, dignity and fairness.

- Ability to successfully attain a clean criminal record check prior to commencement of employment.

Education:

- Grade 12 or equivalent.

Training and Certification:

Must Have When Applying for Position:

- Building Service Worker I and II (BSW I and II) Certification.
- Current Level 1 Occupational First Aid Certificate, including adult CPR certification.
- Customer Service training.
- Must possess and maintain a valid Class 5 driver's license, and produce and maintain a clean driver's abstract, as per City policy.

To Be Obtained on the Job (within first 6 months):

- Current WHMIS Certification.
- Working Alone or In Isolation Training.
- Muscular-Skeletal Injury Prevention Training.

Experience:

- Minimum six (6) months previous work experience in a janitorial position.

Unusual Working Conditions

- Physically demanding work.
- Shift work and weekend work required.