



# NECHAKO VALLEY COMMUNITY SERVICES SOCIETY

## EXTERNAL JOB POSTING

JOB POSTING #2018-018

### *Temporary Maintenance Worker*

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#### JOB SUMMARY

Performs maintenance to buildings, grounds and equipment. Performs task according to scheduled (daily, weekly, monthly and yearly) inspections keeping records of said inspections and maintenance performed on equipment and building. Performs other related duties as assigned. For a complete job description please call Riverside Place Office.

**DEPARTMENT LOCATION:** Riverside Place 242 Louvain St.

#### QUALIFICATIONS/EXPERIENCE

- Grade 12
- Two years related experience of building management or an equivalent combination of education, training, and experience.
- Computer experience
- WHMIS training desired
- Valid driver's License
- Must consent to Criminal Record Check before commencing work.
- Person must have their own vehicle for doing errands, taking refuge to the dump.
- Ability to communicate effectively, both verbally and in writing
- Ability to deal with others effectively
- Physical ability to carry out the duties of the position
- Ability to operate related equipment
- Ability to plan organize and prioritize
- Computer experience
- WHMIS
- Valid driver's license and use of personal vehicle required.

#### SALARY

Grid 10 \$18.15 per hour to \$21.14 per hour,  
Community Living Services Collective Agreement

#### HOURS OF WORK

Monday to Friday 08:00 to 12:00 4 hours per day

#### VACANCIES

1 Vacancy

#### POSTING DATE

May 17, 2018

#### CLOSING DATE

May 31, 2018

#### START DATE

As soon as possible

**This position is open to all applicants. This position requires union membership.**

Please apply for this job only in the manner specified by the employer. Failure to do so may result in your application not being considered for the position.

Please send a cover letter of interest and current resume outlining your skills and qualifications for the position and include the job posting number:

**Via email:** kcoates@nvcss.ca

**Fax** 250-567-3939

**Mail:**

Jeannette Fraser  
Riverside Place Site Administrator  
Nechako Valley Community Services Society  
Box 1249, Vanderhoof, BC VOJ 3A0

**In Person:**

Riverside Place  
242 Louvain St  
Vanderhoof BC

Nechako Valley Community Services Society  
is an equal opportunity employer committed to hiring a diverse workforce.

**We thank all our applicants, however, only those invited to an interview will be contacted.**