



# NECHAKO VALLEY COMMUNITY SERVICES SOCIETY

## INTERNAL/EXTERNAL JOB POSTING

JOB POSTING # 2017-026

### *Maintenance Worker*

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#### JOB SUMMARY

Performs maintenance and repairs to buildings, grounds and equipment. Clearing snow from sidewalks in winter, grass cutting and snipping in summer. Performs tasks 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 250 567 9205

#### DEPARTMENT LOCATION

Vanderhoof BC (Riverside Place, Riverglen Town houses and other NVCSS buildings)

#### QUALIFICATIONS/EXPERIENCE

- Grade 12
- Two years related experience of building management or an equivalent combination of education, training, and experience. Computer experience
- WHMIS 2015
- Valid driver's license
- Must provide consent for 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

#### SALARY

Grid 10 - \$18.15- \$21.14 per hour as per Community Social Services Collective Agreement

#### HOURS OF WORK

8:00 am to 4:30pm 7.5 hours per day Monday to Friday; some evening or weekend work may be required. Being on-call for emergencies as required

#### VACANCIES

1 Vacancy

#### POSTING DATE

August 16, 2018

#### CLOSING DATE

until filled

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:** [jfraser@nvcss.ca](mailto:jfraser@nvcss.ca)

**Fax** 250-567-6913

**Mail:** Jeannette Fraser – Site Administrator, PO Box 1249 Vanderhoof BC V0J3A0

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.**

