



Summer Student – Grounds and Facilities Assistant

Position Title: Summer Student – Grounds and Facilities Assistant

Reports to: Building Maintenance Coordinator

Hours: 10 weeks; 28 hours/week

Submit resumes to: hr@archwaysociety.ca

Job Summary:

The Grounds and Facilities Assistant works in consultation/collaboration with the Building Maintenance Coordinator, and helps with upkeep and repairs to grounds, buildings, and equipment in areas such as carpentry, plumbing, painting and grounds keeping. Work will take place at various locations.

Qualifications:

Education and Knowledge, Training and Experience

- Must be between 15- 30 years of age (Federal Program Requirement) and have a valid Social Insurance Number.
- Must be a Canadian Citizen, permanent resident or person on whom refugee protection has been conferred (Federal Program Requirement).
- Must provide satisfactory criminal records check and driver's abstract.

Skills and Abilities

Key Responsibilities and Duties:

- Performs gardening and lawn maintenance tasks such as mowing, weeding, pruning and watering.
- Maintains external areas such as entryways, sidewalks and parking lots using manual and power tools - brooms, rakes, leaf blowers, shovels and other equipment to remove dirt, leaves, and other refuse.
- Under the supervision and support of the Building Maintenance Coordinator, performs minor carpentry, painting, mechanical and plumbing maintenance and repairs, including repairing furniture, constructing shelves, applying paint and other finishes, repairing drywall, disassembling and reassembling equipment, and applying finishing material such as flooring.
- Collects and removes refuse and recyclable materials and ensures safe disposal of hazardous waste.
- Completes and maintains related records, such as maintenance logs and security incident reports.

- Transports equipment, furniture and supplies manually and/or using aides such as dollies and carts.
- Operates a Society owned motor vehicle to pick up and move goods and supplies. Arranges furniture and supplies for special events.
- Cleans and maintains the Society's motor vehicle.
- Performs other related duties as required.

Additional Job Information:

- 28 hours/week; 10 weeks in length
- This position requires the ability to function independently and frequently under pressure while managing multiple concurrent projects and deadlines including effectively managing emergency situations.
- Program delivery activities will require a moderate to high level of physical fitness to effectively carry out duties of the position.
- This position may require working outside of regular office hours, such as evenings and weekends, depending on the needs of the program.
- All employees pass criminal records check and sign a confidentiality agreement to the organization.
- This position requires a valid Class 5 driver's license and an appropriately insured vehicle in good running order present at work.
- Applicants are advised that an Accredited Facility Dog (AFD) works at our Community Programs building and although she spends most of the time with a Primary Handler, the AFD may also be in common areas and attend meetings during regular work hours
- Membership with the BC Government and Service Employees' Union (BCGEU) is required
- All employees are required to abide by Archway Society's strict COVID-19 protocols

To Apply:

Please submit your resume with cover letter to hr@archwaysociety.ca quoting the job title in the subject line.

Please note that the selected candidate will require:

- A satisfactory Criminal Record Check for work with vulnerable persons
- Membership with the BC Government and Service Employees Union – BCGEU
- A valid driver's license, and availability of a personal vehicle in good operating condition for work purposes