

## Internal/External Job Posting

West Shore Parks & Recreation (WSPR) is seeking energetic, organized and positive-minded facility maintenance cleaners to keep things clean, in excellent working condition and help this well-oiled machine deliver the very best of recreation the West Shore has to offer! Do you like working late nights, aspire to drive a Zamboni and be the invisible and unstoppable team that helps create the magic? Look no further! These individuals will need to be quick on their feet, have positive attitudes with the ability to adapt and multi-task. WSPR is located on the Island Highway and features 108 acres of amazing facilities and green space. These individuals will have the opportunity to learn about WSPR maintenance department and potentially move up the ranks to call this their permanent home. In addition to being a part of a wonderful team, these potential staff members will also be eligible to an additional 14% pay per hour in lieu of benefits. We are able to offer our dedicated staff a free facility pass that provides access to drop into our weightroom, pool and skating rink, as well as the ability to play on our 9-hole golf course. *Come join us - this is a perfect place to work and play!*

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| <b>POSITION:</b>       | <b>Facility Maintenance Cleaner – multiple positions</b>   |
| <b>SALARY:</b>         | <b>\$22.87 per hour plus 14% in lieu of benefits = \$26.07 per hour (2020 rates)<br/>Increase to wage before the end of 2021</b>   |
| <b>CLASSIFICATION:</b> | <b>J03a, Cleaner</b>   |
| <b>HOURS OF WORK:</b>  | <b>Casual; applicants must be able to work weekends, evening and midnights. Hours based on organizational needs. There may be an opportunity for advancement to work as a Facility Maintenance Worker I, II or III at a higher rate of pay, depending on qualifications and work availability.</b> |
| <b>STATUS:</b>         | <b>Auxiliary</b>   |
| <b>CLOSING DATE:</b>   | <b>Open until filled</b>   |
| <b>COMPETITION #:</b>  | <b>21-55</b>   |

### JOB DUTIES & ACCOUNTABILITIES

- Sweep, mop, wash floors and arena stands; vacuum carpeting, area rugs, upholstered furniture; clean and disinfect bathrooms and fixtures; pick up debris and empty trash containers; clean windows; perform other duties as required.
- Performs building and equipment maintenance related to painting, plumbing, and janitorial equipment.
- Performs building cleaning functions such as mop washing, and strips, washes and scrubbing floors, disinfecting washrooms and change rooms, cleaning public areas and replenishing supplies.
- Maintains contact with teams, organizations and the general public, and advises on facilities' use and availability according to the booking schedule.
- Sets up tables, chairs and other items as required by users' contract specifications.

- Dusts furniture and fixtures, washes and cleans doors and windows, dust mops, collects and disposes of refuse.
- Cleans lighting fixtures and changes lights, ceiling panels, globe covers and performs minor repairs.
- Notifies supervisor of needed repairs to rooms and fixtures, including but not limited to lighting, plumbing and other structural items.
- Maintains the security of the building by ensuring that all doors and windows are locked at the end of each shift or when areas of the building are not in use, maintaining order in the behaviour of users and by patrolling the facility to prevent theft and vandalism.
- Performs other related duties as assigned.

## QUALIFICATIONS

- High school graduation or equivalent; and some experience in light janitorial or cleaning work.
- Ability to work with minimum supervision.
- Excellent interpersonal skills in communicating effectively with staff and the general public.
- Ability to work in and promote a team approach and environment.
- Incumbent must have sufficient physical strength and stamina to perform the required duties.
- Ability to work a variety of shifts, including days, evenings and nights, weekdays and weekends is required.
- Valid BC drivers' licence CLASS 5 is required.
- Ice facility operator or refrigeration operator certificate would be an asset.
- Pool operator I certificate would be an asset.
- First aid/CPR certificate would be an asset.

**A clear and current criminal record check is a condition of employment, and is the financial responsibility of the successful candidate.**

NOTE: Due to WCB Regulations, steel-toed shoes are a requirement for this position.

## APPLICATIONS

Resumes and cover letters quoting competition **21-55** are received until vacancies are filled.

**Attention:** Human Resources, West Shore Parks & Recreation Society, 1767 Island Highway, Victoria BC V9B 1J1, Fax: (250) 478-8624; email: [jobs@westshorerecreation.ca](mailto:jobs@westshorerecreation.ca)

**This is a union position. Only those candidates under consideration will be contacted.**

**Posted: November 17<sup>th</sup>, 2021.**