

<b>DEPARTMENT:</b>	<b>Engineering</b>	<b>STATUS:</b>	<b>Auxiliary</b>
<b>NO. OF POSITIONS:</b>	<b>Two</b>	<b>UNION:</b>	<b>CUPE, Local 387</b>
<b>HOURS OF WORK:</b>	<b>Varies*</b>	<b>SALARY:</b>	<b>\$27.30 - \$31.95 per hour + 12% in lieu of benefits</b>

The City of New Westminster is seeking two (2) keen and enthusiastic Building Service Workers (Auxiliary position) to be part of our Facilities Maintenance team, to perform cleaning, janitorial, maintenance, repair and other important custodial tasks required to maintain our various Civic buildings and facilities to the highest standard. Your duties will include sweeping, vacuuming, waxing and polishing floors, hallways and related areas; washing hand basins, sinks and toilets; cleaning windows, doors, shelves and other surfaces; cleaning and sweeping steps and clearing snow and ice around the buildings; operating, cleaning and minor servicing of automatic heating, hot water and ventilation units; performing minor maintenance, repair and painting; ensuring building security and providing assistance to the public and user groups; completing logbooks and other written materials; and other related work as required. You can expect to be scheduled for work within various City buildings as operationally required.

**If many of the following characteristics and skills describe you, we want to meet you!**

- You have a positive, energetic “can-do” approach to your work
- You have completed Grade 12 or equivalent
- You have a Building Service Worker Certificate and some related experience, or an equivalent combination of training and experience
- You are detail oriented and conscientious about quality in your work
- You are an expert in the methods, materials, tools, and equipment used in janitorial work
- You are adept of the principles of operating automatic heating and ventilation units.
- You are self-motivated and proactive and can work with minimal supervision
- You have experience with performing cleaning and janitorial tasks before, during and after facility events
- You have the natural ability to successfully engage staff and deal courteously with the public and continually improve customer experiences
- You are knowledgeable in and able to perform routine and minor building repair and maintenance tasks
- You have the ability to understand and follow oral and written instructions
- You are skilled in the use and care of cleaning and maintenance equipment
- You are flexible and available to assist with immediate and emergent coverage requirements
- You must be able to pass and maintain a clear Police Information Check (PIC)

**\*Applicants must be available to work day, evening and/or weekend shifts.**

**Apply online with your resume and cover letter in one document at [www.newwestcity.ca/employment](http://www.newwestcity.ca/employment).**

*To support a workforce that reflects the diversity of our community; women, Indigenous Peoples, racialized individuals, persons of diverse sexual orientation, gender identity or expression (LGBTQ2S+), persons with disabilities, and others who may contribute to diversity of our workforce, are encouraged to express their interest.*

*New Westminster is on the unceded and unsurrendered land of the Halq'eméylem-speaking peoples. It is acknowledged by the City that colonialism has made invisible their histories and connections to the land. We are learning and building relationships with the people whose lands we are on.*

*We thank all applicants for their interest and advise that only those selected for an interview will be contacted. This position is only open to those legally entitled to work in Canada.*