

# AUXILIARY FACILITY SERVICES WORKER

**Naturally, Campbell River** – Located on Vancouver Island, the City of Campbell River offers a rare combination of a welcoming small-town feel with large-city amenities. We are a 45-minute drive from the winter and summer activities of Mount Washington, and just minutes from more than 100 km of all levels of mountain biking and hiking trails, plus easy access to the ocean, rivers and lakes for sports fishing, kayaking, paddle boarding and whale watching.

Workplace culture is important to the Recreation Department - we are looking for people to join us, who embrace our core values of communication, integrity, kindness, respect, and teamwork.

## The role:

You will be responsible for performing all duties required to support the overall operations in our various City facilities. The duties are janitorial in nature, which will include, but are not limited to, washing, waxing, and polishing floors, vacuuming, and extracting carpeting, picking up supplies, cleaning washrooms, emptying waste baskets, cleaning windows, dusting, replacing burned out light bulbs, set ups for program activities and large events, and minor repairs.

## Our ideal candidate must have:

- Sufficient physical strength, stamina, and ability to perform the work.
- Grade 12 or equivalent
- Building Service Worker I Certification and minimum one (1) year previous work experience in a janitorial position (please note: if you are the successful candidate, you will be required to obtain the Building Service Worker 2 Certification within the first six (6) months of employment)

OR

Building Service Worker 1 and 2 Certification and minimum six (6) months previous work experience in a janitorial position

- Current Level I Occupational First Aid certification, including adult CPR certification.
- Must provide a clear police criminal record and vulnerable sectors check prior to hire.

This is physically demanding work and excellent customer service skills are essential. The successful candidate must be willing to work on short notice, and be able to work shift work, evening, and weekend shifts.

The current rate of pay for this CUPE bargaining unit position is **\$33.26 per hour** plus 12% in lieu of benefits.

For more information on this posting, please see the attached job description that lists all the duties and necessary qualifications.

**Posting closing date: Open until filled**

**Posting Number: 25-040**

**Please apply using the 'Apply Now' link below. Resumes are no longer accepted through the careers email.**

## When you apply:

You will be asked to upload a cover letter and resume as part of the application process. You may also be asked to answer some screening questions related to the position.

**Questions about this position?** Email [careers@campbellriver.ca](mailto:careers@campbellriver.ca)



[Apply Now](#)

**FACILITY SERVICES WORKER****Approval Date:** March 2025 **Department:** Recreation & Culture☐ IAFF☒ CUPE☐ Management**Title of Management Supervisor:** Recreation Operations Manager**General Accountability:****Purpose and Scope**

Reporting to the Recreation Operations Manager and working directly under the supervision of the Facility Services Worker II, the Facility Services Worker is directly responsible for custodial and facility services duties at various City facilities providing seven (7) day per week coverage.

**Nature and Scope of Work**

The duties for this position are janitorial in nature, which will include, but are not limited to:

- Performs janitorial tasks which include, but not limited to, sweeping, washing, waxing, and polishing floors; vacuuming and extracting carpets; picking up supplies; cleaning washrooms and change rooms; replenishing supplies; cleaning offices; collecting garbage and emptying waste baskets; cleaning walls and windows; and dusting.
- Performs minor repairs and maintenance tasks such as replacing burned-out light bulb etc., reports need for major repairs to supervisor.
- Sets up for recreation program activities and large events including but not limited to setting up and taking down tables, chairs, furniture, portable stages, and partitions.
- Provides customer service to rental groups and users of city facilities.
- Sweeps sidewalks, clears snow, and picks up refuse and generally assists with grounds maintenance tasks.
- Ensures work is performed to acceptable cleaning standards at all facilities.
- Performs work safely following all safe working procedures.
- Other related work as assigned.

**Necessary Qualifications****Knowledge:**

- Working knowledge of standard methods, materials and equipment used in janitorial care and maintenance of buildings.
- Working knowledge related to chemicals and the mixing of chemicals.
- Working knowledge of WorkSafeBC regulations and safe work procedures as pertaining to the work.
- Working knowledge of conflict resolution strategies.
- Knowledge of fundamentals of accident prevention.
- Familiar with working on a networked computer system.
- Familiar with using various office equipment including photocopier and facsimile machine.

**Skills:**

- Safe work habits and practices.
- Excellent customer service and good public relations skills.
- Effective and courteous interaction with the public, user groups, other agencies, and internal departments.
- Good verbal and written communication skills.
- Proven time management and organizational skills.
- Strong attention to detail.
- Skilled at remaining calm during hostile situations and when under stress.

- Demonstrates the Department's Core Values of teamwork, respect, integrity, communication, and kindness.
- Basic computer skills.

**Abilities:**

- Must have sufficient physical strength, stamina, and ability to perform the work.
- Ability to deal courteously and tactfully with coworkers, the public, customers, user groups, other agencies, and other internal departments.
- Self-motivated and able to work with minimal direction or supervision.
- Ability to follow operating guidelines and work in a safe manner.
- Ability to legibly handwrite and maintain notes in a logbook.
- Ability and willingness to contribute to maintaining a respectful, safe, and supportive work environment that embraces diversity, along with treating everyone with courtesy, dignity, and fairness.
- Ability to successfully attain a clean Criminal Record and Vulnerability Check prior to commencement of employment.

**Education:**

- Grade 12 or equivalent.

**Training:**

**Must Have When Applying for Position:**

- Building Service Worker Level I and Level II (BSW I and II) Certification.
- Current Level 1 Occupational First Aid Certificate, including adult CPR certification.
- Customer Service training.
- Must possess and maintain a valid Class 5 driver's licence, and produce and maintain a clean driver's abstract, as per City policy.
- Must possess and maintain a clear criminal record and vulnerable sectors check.

**To Be Obtained on the Job (within first 6 months):**

- Current WHMIS Certification.
- Working Alone or In Isolation Training.
- Muscular-Skeletal Injury Prevention Training.

**Experience:**

- Minimum six (6) months previous work experience in a janitorial position.

**Preferred Criteria (External Postings)**

- Access to a personal vehicle for business use

**Unusual Working Conditions**

- Physically demanding work in a fast-paced working environment.
- Shift work and weekend work required.