
Facilities Maintenance Technician

DEPARTMENT:	Engineering & Public Works	STATUS:	Auxiliary
NO. OF POSITIONS:	Two	UNION:	CUPE, Local 387
HOURS OF WORK:	*Varied	SALARY:	\$32.88 to \$38.66 per hour + 12% in lieu of benefits and vacation

As a central hub in the Metro Vancouver area, the City of New Westminster delivers a broad spectrum of urban services to over 92,000 residents. New Westminster is rich in history with a viable and thriving economy and has a population representative of the diversity of the region. The City is staffed by talented and dedicated employees who work together to achieve its strategic vision. We have earned a proud reputation for civic leadership, service delivery, and outstanding employee relations.

Reporting to the Maintenance Supervisor, as an **auxiliary** technician, you will be providing operational coverage for full-time regular employees or when additional work needs to be completed. You will be involved in performing essential maintenance and repairs at City owned facilities, ensuring that all building systems—including HVAC, boilers, chillers, heat pumps, electrical, mechanical, lighting, security, plumbing and fire protection—are safe, functional, and well-operating.

The work includes carpentry, plumbing, painting tasks, hands-on repairs to interior spaces such as walls, ceilings, floors; as well as routine upkeep, inspectional, and repair to computerized heating and ventilation equipment and support systems. You will perform various preventative maintenance tasks (e.g. filters, belts, pumps, valves, lubrication, etc.). In addition, you will undertake limited construction and renovation projects according to prepared specifications and as directed, coordinate subcontractors as required.

*Please note, the position classification title for this role is Building Maintenance Worker.

Responsibilities:

- Performs a variety of inspectional, routine maintenance, repair and operational duties relative to computerized heating and ventilation equipment and support systems in Municipal buildings; adjusts programmable thermostats and timers; troubleshoots issues, performs filter changes and belt replacements; reports need for more extensive servicing or repair to contract service companies and supervisor.
- Performs minor plumbing tasks such as replacing taps and valves, removing or replacing toilets and servicing blocked lines, changing faucet washers, unstopping sinks and toilets and repairing leaks; performs minor carpentry tasks such as door hardware adjustments and repair; installs paper or soap dispensers, installs appliances and performs minor repairs as required; undertakes and performs minor construction and renovation and tasks, as directed.
- Performs painting and drywall repair work as required.
- Orders materials and supplies related to projects and maintenance repairs within expense authority; researches suppliers for parts and materials; processes and codes invoices and purchase card statements.
- Conducts monthly safety checks on elevators and fire extinguishers; checks alarm and emergency phone; replaces lights in elevator car as required; removes graffiti or scratches from elevator.
- Assists in the implementation of a preventative maintenance program relative to computerized heating and ventilation equipment and support systems.
- Performs miscellaneous duties such as removal of furniture; installation of large television screens; fueling generators and City vehicles with propane; responding to vandalism and emergency repairs such as leaks in pipes or gas lines and identifies repairs required and reports to a supervisor. Maintains records related to the work performed.

Requirements:

- Grade 12 graduation supplemented by technical courses such as Carpentry, Electrical, Plumbing, Power Engineering, Construction, or related courses at a vocational institute, plus some related experience in building maintenance operation with specific experience in the maintenance and repair of HVAC systems; or an equivalent combination of training and experience.
- Fourth Class Power Engineer Certificate is an asset.
- Considerable knowledge of the materials, practices, tools and equipment used in building support services, maintenance and repair work.
- Sound knowledge of the functions and operations of computerized heating and ventilation equipment and support systems in Municipal buildings.
- Working knowledge of the functions and operations of plumbing equipment and services and the ability to identify potential problems and to operate and make semi-skilled repairs to heating and ventilating equipment and related systems.
- Experience conducting building inspections related to safety hazards, maintenance concerns and defective equipment.
- Ability to establish and maintain effective working relationships with a variety of internal and external contacts.
- Ability to prepare and maintain reports and records related to the work.
- Skill in the use and care of tools related to the work.
- Ability to pass and maintain a clear Police Information Check (PIC).
- Valid BC Driver's License.

*Hours will vary depending on operational needs.

Please apply with your cover letter and resume in one document at www.newwestcity.ca/employment by **June 21, 2026**.

We offer our employees great work-life balance, including competitive salaries, comprehensive health and wellness benefits and retirement plans (a percentage in lieu of benefits for auxiliary positions). We also offer a hybrid remote work schedule in accordance with our Remote Work Policy, opportunities for education and training, and engaging, rewarding work.

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.