

Building Service Worker
Full-time

NEC Native Education College is the largest private Indigenous College in BC, working with First Nations and Indigenous organizations to deliver programs in locations throughout British Columbia. We strive to combine academic excellence with a strong commitment to First Nations community-based education and the best practices of adult education.

Position Summary:

This position provides support to the Facilities department in maintaining and operating building's systems and equipment. Janitorial duties for the main campus are also provided by this post. The incumbent will report to the Facilities Coordinator, work with the Maintenance department and peripherally with all NEC staff in maintenance related tasks. The incumbent will also have some external interaction with trades and service providers.

Main Responsibilities:

- Thoroughly clean inside and outside of the main campus buildings daily following cleaning procedures and schedules
- Replenish products in kitchen and washroom facilities, indicating when supplies need ordering
- Operating and maintaining building systems and equipment including alarm system, stripping, and waxing floors, vacuum, steam cleaner, furnace, air conditioner, boiler, etc.
- Oversee and monitor contractors or rentals when required with some evening and weekend work required, (to a max. of 35hrs/wk.)
- Ensure all equipment is properly maintained, secured, and accounted for in the correct locations
- Conduct opening and closing duties including ensuring all buildings are secure
- Keeping track of supplies stock levels and notifying supervisor of any issues with equipment and building maintenance.
- Other duties as required

Required Qualifications:

- Certification as a Building Service Worker, or at least 1 year experience working in an institution performing janitorial and light maintenance duties.
- First Nations, Metis or Inuit ancestry preferred.
- Ability to lift, push, pull 50 lbs.
- WHMIS & First Aid Level 1
- Some computer experience required
- Willingness to receive feedback and participate in professional development

Terms:

Application to this full-time position will required to be bondable and pass a formal criminal record check, the details of which may preclude finalizing an offer of employment. We welcome applicants from equity seeking groups to apply, although Indigenous ancestry is preferred.

Closing Date:	Open Until Filled
Start/End Date:	As soon as possible
Hours:	35 hrs./wk (Monday and Friday: 11:00 AM to 7:00 PM - Subject to change) (Tuesday – Thursday: 11:30 AM to 7:30 PM - Subject to change)
Salary:	\$25.14 /hr

Application Details:

Please submit your resume, contact information for three references from related work experience and a cover letter outlining your interest and detailing how you meet the above qualifications. NEC encourages applications from members of equity-seeking groups. Only short-listed applicants will be contacted. Address your application to:

Hiring Manager
NEC Native Education College

285 East 5th Avenue
Vancouver, BC V5T 1H2

E-mail: Hiring@necvancouver.org