

**Building Service Worker**  
Full-time

NEC respects the ancestral and unceded territory of the x<sup>w</sup>məθkwəyəm (Musqueam), Skwxwú7mesh (Squamish), and Səlilwətaʔ/Selilwitulh (Tsleil-Waututh) Nations. NEC is dedicated to the Peoples of these territories and beyond. We are centering our Nations, one learner at a time. In doing this work collectively, we demonstrate that commitment is more than just showing up.

NEC is committed to protecting and upholding the dignity, safety, and identities of our Indigenous learners. We honor traditional values and Indigenous knowledge, fostering learners' identities, aspirations, and sense of belonging. Our academic programming and wrap-around supports are aligned with the Longhouse Values of the Host Nations.

**Position Summary:**

This position provides support to the Facilities department in maintaining and operating building 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 trade 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 conditioners, 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
- Other duties as required

**Preferred Qualifications:**

- Certification as a Building Service Worker, or at least one year experience working in an institution performing janitorial and light maintenance duties.
- Reliable, punctual, and service-oriented attitude
- 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:**

Appointment to this full-time position will require a formal criminal record check, the details of which may preclude finalizing an offer of employment. Preference will be given to qualified Indigenous applicants.

<b>Closing Date:</b>	Open Until Filled
<b>Start/End Date:</b>	Asap
<b>Hours:</b>	35 hrs./wk.
<b>Salary:</b>	\$25.14 /hr. (As per the collective Agreement)
<b>Position:</b>	Unionized

**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 5<sup>th</sup> Avenue

Vancouver, BC V5T 1H2

E-mail: [Hiring@necvancouver.org](mailto:Hiring@necvancouver.org)