

Canada Summer Job - Facilities Maintenance Technician

Temporary Contract (8 weeks)

Port Alberni, BC

All Positions Subject to Approval by Service Canada and the approval of Jericho Road Council. Canada Summer Jobs Candidates must be between 15-30 years old.

Description: Reporting to the Pastor(s) & Council, the Facilities Coordinator assists in maintenance and operations of the building and grounds at 5100 Tebo Ave. stewarding resources to ensure a smooth operation and good presentation of the site and services while maintaining strong working relationships with staff, volunteers, and tenants alike.

Hours of Work: 30 hours per week, as scheduled. Primarily weekdays although hours can change and be somewhat flexible, based on the facility's needs. This position is a temporary contract, ending after 8 weeks (subject to approval).

Duties for this position include:

- Respond to maintenance and repair needs at the property and building.
- Document work orders, updating status and completion dates as needed
- Perform repairs, upgrades and cleaning to interior and exterior building. Which will include landscaping, painting, weeding, and some janitorial related tasks
- Complete preventative maintenance, or be a contact person/key holder for work that needs to be sub-contracted
- Coordinate pick-up and delivery of materials from suppliers
- Be aware of and follow all policies and procedures for safety and handling of rented spaces
- Participate in staff and/or building maintenance team meetings
- Additional duties as assigned

Skills/Requirements:

- An interest in property management, maintenance, or facility operations
- Proficiency in the safe use of a variety of tools and equipment
- Must be a team player and have the ability to communicate effectively via various means (i.e., phone, email, text)
- Must be able to work independently and be self-aware of tasks to be completed when needed.
- Work involves moderate to heavy work in all types of weather. There is frequent need to stand, stoop, kneel, walk, and lift heavy objects (up to 25 kilograms)

To submit your application, please submit to office@jerichoroadchurch.ca with subject line: "JR Facility Maintenance Technician"

Thank you for your interest!