



JOB POSTING

(EXTERNAL)

POSITION:	Building Service Worker "On-Call"	COMPETITION #:	2010-005A
DEPARTMENT:	Facilities	CLASSIFICATION:	Pay Level 8
REPORTING STATION:	New Westminster and/or David Lam	SALARY RANGE:	\$19.68 per hour

These temporary, **on-call** positions are available for the anticipated period of January 1 to December 31, 2010. Hours of work: Sunday to Saturday 7:00 a.m. to 11:00 p.m. 4 – 7 hours shifts.

PRIMARY FUNCTION:

Performs a variety of routine janitorial, courier, security, maintenance, mail and shipping/receiving duties. Performs room setups and moves.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Good working knowledge of English.
- Demonstrated working knowledge and skill in the use of a wide variety of hand tools up to and including the use of light powered tools, such as hand drills and screw drivers.
- Six months work experience in the area of general janitorial and cleaning. This includes a demonstrated ability to operate janitorial equipment such as power washers, and wet and dry vacuum cleaners.
- Hold a valid BC Driver's License.
- Demonstrated ability to perform physical work related to building cleaning and maintenance, as well as read basic schematics for locating items such as electrical outlets and related breakers and panels.
- Demonstrated ability to communicate courteously and effectively in person, or over the telephone, with staff, faculty, administrators, and students, as well as to maintain good working relationships.
- Demonstrated ability to work independently under minimum supervision, and to set and meet deadlines.

LINK TO [JOB DESCRIPTION](#)

It is the responsibility of all interested applicants to ensure that a current resume and cover letter is received by the Employee Relations Department. This competition is **ongoing**. Please ensure your resume clearly demonstrates how you meet the required knowledge, skills and abilities of the position for which you are applying.

Late applications will only be accepted if the employee is absent from work due to sickness or vacation at the time of posting and provided the application is received before another applicant is selected.

Please submit your resume and cover letter to jobs@douglas.bc.ca

NOTES:

- Qualified internal applicants shall be given first consideration in filling this position.
- If no applicant fully meets the pre-requisites, appointment may be made at a lower classification level.
- Regular employees contemplating on applying for temporary positions should refer to Article 28.1(a) and Article 28.1(d) of the collective agreement.

Douglas College offers an excellent salary/benefits package, including indexed pension plan, on-site fitness and daycare facilities, and opportunities for professional development.