



Facility Operations Worker

Date Posted: January 20, 2023

Competition Number: 171-22/23

Location: Okanagan, BC

The Facility Operations Worker implements day-to-day general facility repairs of club facilities. This position also works directly with the Facilities and Transportation Team to implement duties required to maintain the Fleet of agency vehicles. Responsible for performing highly diversified duties in regards to maintenance and repairs related to buildings, grounds, agency vehicles and equipment.

We can provide:

- Flexible hours and a fun, positive team environment
- Many opportunities for professional development
- Tool Allowance
- Benefit Plan

Duties and Responsibilities:

- Communicates with supervisor, other departments, contractors, vendors, and the public or other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.
- Performs general repair and maintenance work on buildings, equipment, grounds, agency vehicles and related facilities; performs skilled, semi-skilled and manual work involving building maintenance, building construction, painting, carpentry, mechanical, plumbing, heating and air conditioning, or grounds maintenance projects.
- Ensures building and equipment meet all safety, security and fire regulations, laws, codes and standards.
- Responsible for maintenance and care of agency vehicles.
- Communicates with third party partners, e.g. janitors, landscapers, mechanics
- Completes and maintains related records such as facility binders, maintenance logs and security incident reports.
- Follows safety procedures, utilizes safety equipment, and monitors work environment to ensure safety of employees and other individuals.
- Operates a motor vehicle to pick up and move goods and supplies.
- Use of a variety of hand and power tools, electric meters and material handling equipment in performing duties.
- Maintain inventory of new equipment, manuals and warranties.
- Responsible for snow removal and ice safety.

Skills and Qualifications:

- Grade 10, plus related vocational training such as a building maintenance course or an equivalent combination of education, training and experience.
- Two (2) years recent related experience.
- Valid Class 5 BC Driver's License and willingness to obtain Class 4 within 60 days.

Hours: 30 hours per week

Rate of Pay: \$22.00/hour plus cost shared benefits, paid vacation, tool allowance and sick time. Vehicle provided for all work duties.

Closing Date: February 1, 2023

Application Process:

Please apply in writing with a cover letter and resume to:

E-mail: jobs@bgco.ca

As an equal opportunity employer, BGC Okanagan is committed to the prioritization of equitable and inclusive employment practices. Our goal is to be representative of the communities we serve, and we encourage applications from communities which are structurally marginalized based on race, disability, age, sex, religion, sexual orientation, nationality, social or ethnic origin, gender identity and/or expression. If any candidate needs any accessibility support throughout the hiring process, we will accommodate such requests when made. You will only be considered for a position with BGC Okanagan if you're legally entitled to work in Canada. Eligible applicants include: Canadian citizens, permanent residents and refugees in Canada with legal status. We appreciate and thank all applicants for their interest, however only short-listed candidates will be contacted.