POSTING

BUILDING SERVICE WORKER
Permanent Full Time (35 hours per week)

Ted Kuhn Towers

The Building Service Worker performs a variety of duties, including: janitorial, general repairs, security, maintenance and integrated pest management related tasks. This position requires excellent customer service skills as he or she will have regular contact with clients and will act as a conduit to other Ted Kuhn services.

KEY DUTIES AND RESPONSIBILITIES

* Adheres to the policies and standards of Options Community Services Society (OCS), as established in policy and program manuals, Health & Safety Guidelines, job descriptions, written memos, and verbal agreements;
* Variety of cleaning tasks such as vacuuming, washing windows, sweeping, mopping, waxing, and polishing floors, hallways and stairs, dusting furniture, counters and woodwork, washing hand basins, sinks, toilets and tile work in addition to other related duties as outlined by supervisor or designate;
* Suite preparation at move out. In coordination with contractors - clean. paint suite and make ready the unit for tenant occupancy as required;
* Assist the tenants with suite preparation for pest management program. Coordinate efforts with external integrated pest management agencies or contractors;
* Respond to tenant service requests and emergencies
* Working knowledge of routine building maintenance and repair tasks;
* Maintain the exterior of the building and surrounding property clean and free of debris;
* Possess skill in the use and care of cleaning and maintenance equipment;
* Performs security rounds throughout the building and property each shift;
* Seasonal tasks such as landscaping, filter changes and snow removal;
* Provides written reports on shift activities, including comprehensive reporting related to incidents;
* Maintain daily written journals and inputs required information into designated software systems implemented by the Society;
* Supports and maintains OCS' maintenance operational information systems.
* Carries out routine inspections and arranges for maintenance of equipment;
* Liaises with other departments as required for effective delivery of treatments (i.e. Building Manager, Tenant Support Coordinator, etc.);
* Performs other assigned duties as required and qualified;

QUALIFICATIONS
Education, Training, and Experience

- Building Service Worker Certificate and 2 years of experience or a combination of education, training and experience.
- Working knowledge of the methods, materials and equipment used in janitorial and building maintenance work
- Experience working or volunteering with marginalized populations, including those living with mental illness/addiction/and homelessness challenges.
- WHMIS and First Aid Certificates
- Good understanding of WorkSafeBC OHS regulations and practices
- Ability to use a computer and Microsoft Office Suite (Word, Excel, Outlook)
- Knowledge and experience in basic carpentry, plumbing, drywall repairs, painting, electrical, etc.
- Prefer applied knowledge of Integrated Pest Management practices and procedures

Job Skills and Abilities:

- Strong interpersonal and communication skills; including sensitivity to diverse backgrounds.
- Ability to work with a variety of tenants. Demonstrates understanding of oppression and marginalization as related to homeless individuals.
- Ability to identify an emergency and respond appropriately.
- Performs other related duties such as assigned.
- Suitability to work with disadvantaged and challenging adults in a diverse environment, ability to deal with others effectively, ability to understand and maintain tenant/worker boundaries.
- Crisis Line experience an asset.

* An eligibility list will be maintained for up to 6 months.

WAGE INFORMATION: $22.87/hour

CLOSING DATE: MAY 31, 2018

PLEASE APPLY WITH
COVER LETTER & RESUME TO: Email: tk.employment@options.bc.ca

Please include a cover letter clearly indicating the posting number [#A21087] and outlining your qualifications and related experience for the position.

NOTE: Applicants not selected for an interview will not necessarily be notified. Posted: 04/05/2018
Options Community Services Society is an equal opportunity employer
committed to hiring a diverse workforce. OCS Posting #:A21087