



The wild's calling...dare to answer.

We're on the prowl for an adventurous spirit to add to our herd:

Facilities Attendant (Casual, On-Call Relief Position)

Community and Facility Services Department

Are you a lone wolf, able to work independently? Take pride in a clean and safe den with no hidden dangers? Confident and comfortable in all terrain and weather? Able to cleverly adapt to your surroundings? If you're on the hunt for a casual, on-call relief position, the District of Elkford is looking for you.

Minimum requirements (but not limited to):

- Grade 12 diploma or equivalent
- Valid B.C. Driver's Licence, minimum class 5
- Valid basic first aid certification
- Labour, indoor/outdoor work, and maintenance experience are assets
- WHMIS certification

Job duties include (but not limited to):

- Cleaning indoor and outdoor facilities
- Minor repairs to equipment and buildings
- Event and facility set up and clean up
- Indoor and outdoor labour including shoveling, mowing, garbage/recycling and gardening

Submit your cover letter and resume by **January 31, 2024 at 4 p.m. local time**, to:

District of Elkford
Attn.: Director of Corporate Services
744 Fording Drive
P.O. Box 340, Elkford, B.C. V0B 1H0
Email: careers@elkford.ca • **Fax:** 250.865.4001



DISTRICT OF ELKFORD EMPLOYEE POSITION DESCRIPTION

Position Name: Labourer/Facilities Attendant **Date of Revision:** March 22, 2013

Classification: CUPE, Schedule A **Date of Last revision:** August 16, 2012
Labourer

Weekly hours: Up to 8 hours per day and 40 hours per week

Schedule of hours: As per collective agreement and as scheduled

Approval:

Chief Administrative Officer

Supervisor

Nature of Work:

Under the general direction of the Superintendent, Public Works or the Director, Leisure Services and the daily direction and supervision of the Operations Supervisor or alternate, the position performs a variety of general and specific labourer duties within the Public Works Department and/or the Leisure Services Department requiring physical effort and agility in the performance of semi-skilled tasks.

Duties and Responsibilities include:

- Emptying and cleaning garbage cans and collecting garbage;
- Cleaning shops, yards and buildings;
- Assisting in the maintenance of garden areas, parks and trail systems;
- Shovelling snow; mowing grass;
- Cleaning and carrying out minor repairs and painting to equipment, buildings, machines and infrastructure as necessary;
- Ensuring equipment, property, buildings, and vehicles are kept secure;
- Sets up tables, chairs and other furniture and equipment for events and activities as required;
- Duties in the maintenance of municipal infrastructure;
- Duties in the maintenance, operation and assisting in the repair of equipment;
- Basic water and sewer systems' operation;
- Assistance in the enforcement of rules and regulations;
- Other duties as assigned from time to time.

Qualifications and Experience:

- Grade 12 Diploma or equivalent;
- Valid BC Driver's License, minimum Class 5;
- Valid basic first aid certification (preferably OFA Level 1 or equivalent);
- WHMIS Certificate and familiar with Workers' Compensation Board (WCB) safety procedures;
- Have or be willing to obtain any necessary certifications such as tickets for the Environmental Operators Certificate Program, BC Safety Awareness Refrigeration Ticket etc.;
- Ability to exercise courtesy and tact when dealing with both the public and staff;
- Ability to maintain confidentiality;
- Physically fit and able to perform job duties;
- 2 years heavy labour experience required.

Applicants without full qualifications or experience may be considered. The successful candidate may be required to provide a satisfactory Driver's Abstract and a Criminal Record Check.