

SUMMER STUDENT EMPLOYMENT OPPORTUNITY

Applications are being accepted for a Building Maintenance Assistant. This position is 35 hours per week for 9 weeks, commencing in May 2017. The hourly rate is \$15.00.

Job Summary:

The Building Maintenance Assistant works in consultation/collaboration with the Building Maintenance Coordinator, and helps with maintenance and repairs to buildings, grounds and equipment in areas such as carpentry, electrical, plumbing, painting and grounds keeping. Work may take place at various locations.

Tasks & Responsibilities:

- Carries out preventative maintenance procedures for buildings, equipment and grounds.
- Performs carpentry, electrical, painting, mechanical and plumbing maintenance and repairs, including repairing furniture, constructing shelves, installing switches, replacing plugs and other basic appliance repairs, applying paint and other finishes, repairing drywall, disassembling and reassembling equipment, replacing sinks and toilets and applying finishing material such as flooring.
- Collects and removes garbage and recyclable materials and ensures safe disposal of hazardous waste.
- Cleans external areas such as entryways, sidewalks and parking lots using manual and power brooms, rakes, shovels and other equipment to remove dirt, leaves, snow and other refuse. Performs gardening and lawn maintenance tasks such as mowing, weeding, pruning and watering.
- Completes and maintains related records, such as maintenance logs and security incident reports.
- Transports equipment, furniture and supplies manually and/or using aides such as dollies and carts. Operates a Society owned motor vehicle to pick up and move goods and supplies. Arranges furniture and supplies for special events.
- Cleans and maintains the Society's motor vehicle.
- Performs other related duties as required.

Criteria:

- Must be a full time student returning to school in September 2017, enrolled in a post-secondary or undergraduate Building/Grounds Maintenance related program.
- Must be under 30 years old (Federal Program Requirement).
- Must provide satisfactory criminal records check and driver's abstract.

Please submit resume with cover letter to: hr@vwts.ca by May 17, 2017.

Only applicants selected for an interview will be contacted.