



Date: February 23, 2024

Competition: # 24-08A

APPLICATIONS ARE INVITED FOR THE FOLLOWING FULL-TIME REGULAR POSITION

Position: Building Maintenance Worker (Position #1000143)

Division: Facilities

Reporting To: Manager, Ancillary Services

Justice Institute of British Columbia:

The Justice Institute of British Columbia (JIBC) is a public, post-secondary institution that provides education and training to those who'll be there to support British Columbians and others around the world, when a life is at stake or when health, safety or property is in jeopardy. Work for JIBC and be a part of the big picture – supporting justice and public safety professionals at all stages of their careers in fields including law enforcement, firefighting, paramedicine, security and emergency management.

Position Summary:

This position provides maintenance services for JIBC owned and leased buildings and coordinates the work of specialty sub-contractors.

Primary Responsibilities:

Maintenance and Repair of Building Systems

- Heating, ventilation and air conditioning including direct digital control programming;
- Lighting controls, fixtures, lamps and related components;
- Fire alarm system including panels, pull stations, bells, heat and smoke detectors, fire extinguishers and standpipes;
- Mechanical system including plumbing fixtures, boilers, chillers, heat pumps, Air Handling Units, DHW tanks and drain lines;
- Electrical Systems including actuators, control panels, and low voltage receptacles and switches;
- Security systems including CCTV, access controls, and intruder alarm system;
- Door systems and keyways, hinges, and locks;
- Walls, ceilings, floors, windows, millwork components including painting and patching;
- Changing filters, pulley belts on equipment;
- Building and grounds daily rounds;
- Light janitorial duties, as required.

Maintenance and Repair of Equipment and Furniture

- Cafeteria equipment including fridges, stoves and freezers;
- Specialty equipment, e.g. gun range;
- Workstation systems, chairs, tables and desks.

Statutory and Regulatory Inspections

- Monthly generator testing;
- Monthly fire alarm system testing;
- Monthly water quality and pressure testing;
- Monthly fire extinguisher testing;
- Monthly fire equipment inspection, hose cabinets, sprinkler system;
- Monthly emergency lighting and exit lighting testing and inspection;
- Monthly building roof inspection;
- Weekly wastewater sampling and submittal to testing lab;
- Pre-trip vehicle inspection;
- Other required inspections, testing and monitoring.

Subcontractor Orientation, Supervision and Safety

- Conduct annual contractor orientation and training;
- Supervise onsite subcontractors to provide direction and confirm completion of work;
- Process work permits for hot works, roof access, etc.

Administration

- Responding to inquiries via email and completion of work orders;
- Preparing reports regarding building maintenance and system performance, e.g. trend analysis;
- Create design drawings for workstation and classroom set up;
- Attending meetings and participating in procurement activities such as RFP evaluation.
- Performing other related duties, as required.

Qualifications & Requirements:

- Experience in facility management and building operations required;
- Knowledgeable and trained in Delta Controls DDC required;
- WHMIS certification required;
- Working knowledge of computerized maintenance management systems (CMMS) required;
- Knowledge and experience with reading drawings, plans and schematic designs required;
- Ability to lift 50 lbs required;
- Knowledge of Word, Excel and Outlook required;
- Valid Drivers' License required.
- Strong interpersonal / customer service skills required.

Additional Information

This position will not be eligible for a modified work schedule.

We offer a total compensation package that includes Extended Health and Dental Benefits, and enrollment in the Municipal Pension Plan after six months. In addition, we offer 15 vacation days annually (pro-rated in first year), as well as generous other leave entitlements.

Salary Range: \$2,170.70 to \$2,462.60 bi-weekly (BCGEU Position – Grid 16)

Posting Date: February 23, 2024

Closing Date: Open until filled

Please feel free to contact Rob Fahrion (rfahrion@jibc.ca) for more information about this position.

PLEASE SUBMIT YOUR RESUME TO PEOPLE & CULTURE at hr@jibc.ca BY 3:30 PM ON THE CLOSING DATE.

Justice Institute of British Columbia believes in creating accessible programming, workplaces and spaces that reflect the community we serve. Our desire is to continue to build an inclusive culture that encourages, supports, and celebrates the diverse voices of our employees and students and where everyone feels empowered to share their experiences and ideas.

We encourage applications from members of groups that have been marginalized on any grounds named under the B.C. Human Rights Code, including sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, and/or a person of Indigenous ancestry.



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