

The Town of Ladysmith provides its employees the opportunity to make a positive and meaningful impact on the daily lives of the public we serve. Are you looking for a dynamic and interesting career? The Town of Ladysmith is seeking self-motivated professionals for our Facilities Maintenance Department.

TEMPORARY PART TIME
CARETAKER CUSTODIAN

(1 Position)

Internal/External Competition #2025-09

Department:	Parks, Recreation & Culture – Facilities Maintenance
Duties/Required Qualification:	See attached Job Description
Rate of Pay:	Band 1 - \$29.00 per hour
Hours of Work:	Minimum 20 hours per week (mostly evening shifts) April 4, 2025 – August 15, 2025 Parks, Recreation and Culture is a seven-day per week operation and require employees to be available for work weekdays, evenings and weekends.
Conditions of Employment:	Automatic wage deposit
Union:	Canadian Union of Public Employees (C.U.P.E.) Local 401
Benefits:	As per the Collective Agreement
Reporting To:	Facilities Maintenance Supervisor

This job posting will remain open until **4:00 PM on March 20, 2025**. For further information please contact Kelly Giesbrecht, Facilities Maintenance Supervisor at 250.245.6429: kgiesbrecht@ladysmith.ca

If you are interested in applying for the position, send a cover letter and detailed resume which notes your qualifications and experience relevant to the job description in a WORD or PDF format only to:

Trish McConnell, Manager of Human Resources
City Hall, 410 Esplanade, PO Box 220
Ladysmith, BC V9G 1A2
Email: careers@ladysmith.ca ; Ph: 250.245.6412

We would like to thank all who apply, but only those applicants selected for an interview will be acknowledged.

Per CUPE Agreement Article 15.02: “applicants for this position shall agree that in the event of a grievance regarding filling of this posting, interview and selection documentation shall be released to the union.”

The Town of Ladysmith is committed to diversity and inclusivity in our employment practices. We are an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes.



TITLE:	CARETAKER CUSTODIAN
DEPARTMENT:	FACILITIES MAINTENANCE
DIVISION:	PARKS, RECREATION & CULTURE
CATEGORY:	UNION CUPE LOCAL 401
BAND:	1

GENERAL ACCOUNTABILITY

Reporting to the Facilities Maintenance Supervisor, this position is responsible for performing a variety of repetitive cleaning, minor building service tasks, following well established and easily learned procedures in or around public buildings. The character of the work may dictate various shift patterns.

PRIMARY DUTIES AND ACCOUNTABILITIES

- Performs a variety of manual, laborious, and physically demanding tasks in the maintenance of Town facilities. Including but not limited to the following:
 - Maintains a high degree of cleanliness of various Town facilities.
 - Sweeps, mops, strips, waxes, buffs and polishes floors.
 - Vacuums floor coverings and upholstery. Dust and cleans furniture.
 - Cleans rooms, washes walls, windows, and fixtures.
 - Collects and transfers garbage to larger containers.
 - Washes, rinses, dries and shelves glassware, China, cutlery, pots and pans.
 - Cleans staff rooms, office space, appliances and replenishes supplies.
 - Replace light bulbs, clean and/or replace filters.
 - Cleans restrooms and replenishes supplies. Unstop sinks/toilets.
 - Set up and restack tables and chairs, portable stages, partitions, moves office furniture and equipment, and moves or disposes of materials and refuse as required.
 - Sets up and takes down equipment as required by user groups.
 - Opens and locks various Town facilities, prepare them for use by the public, and ensures security after use.
 - Reports the need for repair or damage to supervisor.
 - Responsible for documenting various goods and materials upon removal from inventory to ensure current supply levels are reflected accurately.
 - Other related duties as required.

REQUIRED QUALIFICATIONS, KNOWLEDGE, SKILLS AND ABILITY

1. Completion of Grade 10 or equivalent and a minimum of three (3) months recent, relevant experience. An equivalent combination of education and experience may be considered.
2. Demonstrated knowledge of standard methods, materials, and equipment used in janitorial care.
3. Ability to obtain and maintain RCMP Enhanced Reliability Status security clearance.
4. Valid British Columbia Class 5 Drivers License.
5. Valid Workplace Hazardous Material Information System (WHMIS) certificate.
6. Demonstrated ability to carry out and learn varying manual and physically demanding duties in all weather conditions.
7. Demonstrated ability to communicate effectively in a wide variety of situations applying diplomacy and interpersonal skills to establish and maintain productive relationships.



8. Demonstrated a high level of focus on internal and external client service continuously seeking ways to meet and exceed expectations.
9. Demonstrated initiative with specific direction, completing tasks by removing barriers and locating necessary resources.
10. Demonstrated ability to work cooperatively within a team and with Town employees, stakeholders and partners to achieve optimal results.
11. Demonstrates valuing diversity.