



**Maintenance Worker**

**Westhills YMCA-YWCA & Eagle Creek YMCA-YWCA (WestShore)**

**Vacancies:** 1

**Position:** Permanent Full-Time

**Placement:** April 2019

**Wage Range:** \$26.00 - \$29.00 per hour

**Hours:** 35 hours per week

**Situation:**

The YMCA-YWCA of Vancouver Island is a dynamic charitable organization whose mission is to enhance individual and community potential through participation, learning and leadership. With over 135 years of history serving Victoria and the surrounding communities, the YMCA-YWCA is a member Association of both YMCA Canada and YWCA Canada. The Facility Maintenance staff person will service both the Westhills YMCA-YWCA and Eagle Creek YMCA-YWCA. The Westhills facility includes a lap pool, lazy river, warm water therapy pools, waterslides, health and fitness facilities, multi-purpose rooms, and a childcare centre; the Eagle Creek facility includes fitness facilities, a multi-purpose room and a childcare centre.

**Nature and Scope:**

This position reports to the Manager of Facility Maintenance (WestShore). This position will work in a “hands-on” capacity to ensure the buildings, systems, and equipment are in excellent condition in keeping with Association and YMCA Canada standards. This includes adhering to planned maintenance schedules for equipment and the facility, addressing any concerns that arise, undertaking emergency repairs, and assisting in related projects as assigned.

These facilities present a challenging and progressive work environment which will provide interesting and satisfying employment for those who seek to make a positive contribution to a community-based growth oriented organization. This position will require the ability to work a flexible rotating schedule, including evenings and weekends. This permanent full-time position is entitled to a YMCA-YWCA individual membership; 15 days vacation; and a cost-shared benefits package (after completion of the probationary period) which includes:

- Medical (MSP coverage; eligible after one month)
- Health Care, Drug Plan, Dental, Vision, EAP
- Extended Health Care
- Life Insurance
- YMCA Canada Pension Plan (eligible after one year)

**Responsibilities:**

- Undertakes preventative and prescribed maintenance and repairs to building systems and equipment
- Responds to work orders and requests for maintenance and improvements including: carpentry and repair of building components (walls, doors, furnishings, etc.), plumbing, mechanical, minor electrical repairs, maintenance and repair of cardio and strength equipment, and similar



- Ensures the safe and continual operation of the pools, whirlpool, sauna and steam room; including related equipment, chemicals and cleanliness as required by relevant legislation and Association standards
- Utilizes Automated Building System and related software systems on a daily basis for maximum efficiency of the facility
- Takes appropriate action to rectify problems and make recommendations for improvements
- Follow all policies and procedures that ensure the safe, practical and efficient operation of the department
- Reports any and all maintenance issues to the Manager of Facilities Maintenance
- Liaise with and direct any outside service providers or contractors (as assigned by supervisor)
- Responds to all emergencies in the facility and ensures the safety of all members, property and self by following established Health & Safety practices and procedures and adheres to all Association policies and national YMCA cleaning and maintenance standards
- Performs other related duties as assigned

**Qualifications:**

- Related building or mechanical trade certificate or equivalent education and experience, required. Red Seal Carpenter Certification desirable.
- Experience in pool operation an asset; Pool Operator Certificate 1 & 2 required (certification must be obtained within first 6 months)
- Well-developed interpersonal, and relationship building skills; ability to establish rapport and excellent communication with members including participants, staff and volunteers; excellent written communication skills
- WHMIS training (any additional safety training is an asset)
- Familiarity with computerized facility management applications an asset; demonstrated proficiency with Microsoft Windows and Office Suite required
- Commitment to the Mission of the Y, its diversity, fund development and volunteerism
- Flexible availability including evenings, weekends and on-call
- Current Standard First Aid and CPR C required
- A clear Police/RCMP Criminal Record Check with Vulnerable Sector Screening required

**To Apply:** Please send a cover letter and resume to:

Human Resources  
YMCA-YWCA of Vancouver Island  
Email: [hr@vancouverislandy.ca](mailto:hr@vancouverislandy.ca)

**Please Note:**

- 1. Application Deadline:** March 25, 2019
- 2. Please indicate in your cover letter how you heard about this position.**
- 3. Applications will be short-listed for interviews as they are received.**
- 4. Internal applicants are expected to inform their supervisor prior to application.**
- 5. We thank all applicants, but only short-listed candidates will be contacted.**

*The YMCA-YWCA of Vancouver Island is an equal opportunity employer.*