



**Maintenance Worker  
Westhills YMCA-YWCA (Langford)**

**Position:** Permanent Part-Time

**Placement:** Immediate / Negotiable

**Wage Range:** \$31.00 - \$33.00 per hour

**Hours:** Minimum 20 hours per week (varies with vacation and similar coverage)

**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. This Facility Maintenance staff provides services at the Westhills YMCA-YWCA facility, which includes a lap pool, lazy river, warm water therapy pools, waterslides, health and fitness facilities and equipment, multi-purpose rooms, and a childcare centre.

**Nature and Scope:**

The position reports to the Manager of Facility Maintenance (Westhills). 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 part-time position is entitled to a YMCA-YWCA individual membership; 15 days’ vacation (prorated); paid sick days (as per policy); and a cost-shared benefits package (after completion of the probationary period) which includes:

- Health Care, Drug Plan, Dental, Vision, EAP
- Extended Health Care
- Life Insurance
- Participation in the Canadian YMCA Retirement Plan – available after 2 years of continuous service (and having worked a minimum of 700 hours in each of the past 2 consecutive years)

**Responsibilities:**

- Utilizes Automated Building System and related software systems for maximum efficiency of the facility
- Undertakes preventative and prescribed maintenance and repairs to building systems and equipment as directed by supervisor
- 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



- Responds to work orders including maintenance and repair of cardio and strength equipment, plumbing, mechanical, carpentry and minor electrical repairs, fire safety and emergency equipment, and similar tasks
- 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.
- Experience in pool operation an asset; Pool Operator Certificate 1 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
- 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 mornings, 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
- The YMCA-YWCA has implemented a mandatory COVID-19 vaccination policy requiring all staff and volunteers to be fully vaccinated.

**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: Thursday, May 18th, 2023.**
  - ***Please note that shortlisting for interviews will occur as applications are received.***
  - This posting will close when a suitable candidate has been found
2. *Please indicate in your cover letter how you heard about this position.*
3. *We thank all applicants, but only short-listed candidates will be contacted.*

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