



Facility Services Associate 2

The mission of Columbia Bible College is to equip people for a life of discipleship, ministry, and leadership in service to the church and community.

Department:	Facility Services
Faculty/Staff/Management:	Staff, non-management
Load/Term:	1.00 FTE
Compensation:	\$37,584 to \$43,848 annually

Job Purpose

This position functions as an important member of the CBC Facilities Services and Custodial staff. Duties will vary according to problems and/or needs arising on campus; but will generally be in the maintenance area and custodial services.

Duties and Responsibilities

The individual in this position is required to multitask projects, handling and maintaining a wide variety of tasks.

General Maintenance Duties (exterior/interior building, grounds)

- Responsible for general facility maintenance work requests and for identifying and rectifying building and grounds deficiencies.
- Performs routine work such as replacing light bulbs, changing air filters, maintaining restrooms, adjusting door closers, room set up, and lock up/unlock rooms and buildings.
- Performs interior and exterior buildings maintenance, including carpentry, light electrical, plumbing, drywall, painting, etc.
- Performs ground maintenance such as lawn care, snow removal, sidewalks, fencing etc.
- Assists hired contractors: millwrights, electricians, plumbers, pipefitters performing installation, maintenance, and repair of equipment.
- Carries out additional projects and assignments as required.

Custodial Services

- Perform daily ground and facility janitorial tasks, implementing safe janitorial techniques, including work such as cleaning bathrooms, cleaning floors, walls, and windows, unplugging toilets, etc.

Schedule “A”

Competencies

- Initiative: A willingness to take on responsibilities and challenges.
- Communication: Oral and written and interpersonal communication skills; must be able to give directions clearly, to comprehend instructions and questions, to communicate in a friendly and polite manner with contractors, salespersons, staff, faculty, and students.
- Solution minded: Ability to give full attention to what other people are saying and to use logic and reason to identify the strengths and weaknesses of alternative solutions.
- Dependability: Reliable, responsible, and dependable, at fulfilling obligations.
- Attention to Detail: Attentive to detail and thorough in completing work tasks.
- Multi-task: Ability to prioritize and work on multiple tasks.
- Critical thinking skills.
- Analytical, Problem Solve: Able to solve problems for people while remaining organized at own tasks.

Education and Qualifications

- High school diploma required.
- Prior years of relevant maintenance experience.
- Relevant experience in plumbing and heating and HVAC repairs and installation preferred.
- Experience and a high level of knowledge working with a variety of hand power tools required.
- Experience and a high level of knowledge working with machinery.
- Experience and proficiency in automotive and grounds equipment repair is an asset.
- Basic MS Office 365 (Outlook, Excel and Word) and computer skills an asset.
- Valid Driver’s License required.
- Building Service Workers Certificate an asset.
- WHMIS an asset.

Expectations

- Aspire to the CBC Staff & Faculty Attributes.
- Maintain membership and/or participation in a local Christian church.
- A commitment to Christian higher education.
- Affirm agreement with and commitment to the CBC Mission Statement, BCMB or MCBC Confession of Faith, the Responsibilities of Community Membership Statement, and the ABHE Tenets of Faith.

Working Conditions

- Typical work week will be 4 to 5 days per week (between 6 to 8 hours per day) Monday to Friday scheduled between 7 am to 5 pm.

Schedule "A"

- Occasionally required to work outside regular work hours (e.g. student orientation and graduation or emergencies).
- Maybe required to be 'on call' some weekends and evenings.
- Must be physically able to lift 50 lbs. and have agility to do physically demanding labour.
- Some work required is outside in cold and damp/wet weather.

Statement of Relationships

This position reports directly to the Chief Financial Officer.

This position works with and takes direction from the Maintenance Services Associate 1

This position may be asked to supervise Student Worker Staff from time to time.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____