

St. James Parish of Vancouver BC
(aka St. James' Anglican Church)
Diocese of New Westminster, Anglican Church of Canada

Position Description
BUILDING MAINTENANCE ASSISTANT

Date approved by Board of Trustees: May 22, 2011

Date revised by Board of Trustees:

Overview:

The Building Maintenance Assistant reports to the Building Manager. The position is responsible for the maintenance of the grounds, structure and plant of St. James Church and its associated buildings (Parish Hall and Parish Centre). The incumbent is a member of the Building Committee.

As the position does not have day to day supervision, the Building Maintenance Assistant must be a proactive self-starter who enjoys working alone, within a team, and with a diverse group of people; can be relied on to get the job done; and is a good communicator (alerting team members to issues). The position requires a spirit of cooperation with the many Guilds, Groups and committees that are identified as ministries of St. James' Church

Accountability:

The Building Maintenance Assistant takes direction from the Building Manager. The Building Maintenance Assistant is responsible for the cleaning, repairs, maintenance, mechanical, trades related and security related tasks for St. James Church in the absence of the Building Manager. The Building Maintenance Assistant participates in an annual performance review with the Building Manager and the Rector's designate. It is expected that 3rd party service providers will be engaged for major repairs and maintenance as approved,

Responsibilities:

- Ensures the grounds and insides of the Church, Crypt, Parish Hall, and Parish Centre are kept clean and in good working order.
- Ensures that high traffic areas are clean and useable after each function or as necessary.
- Regularly examines doors, locks, and windows to ensure buildings are secure.
- Ensures that the sanctuary lamps at the Altars are kept always burning.
- In consultation with the Building Committee and Building Manager, researches and advises on 3rd party service provider bids, and assists in the preparation of an annual budget for repairs and maintenance.
- Liaises with the Office Manager regarding building rooms booked for

- activities and ensuring that the policies of the church are adhered to.
- Participates in other duties, as assigned.

Qualifications and Requirements:

- A security certificate, Basic Security Training, levels 1 and 2 is an asset
- Building Service Worker (BSW) certificate is an asset.
- Knowledge of operation and maintenance of relevant power tools and equipment.
- Familiarity with church buildings/customs would be an asset.
- Crisis intervention training is an asset.
- Submit a current Police Record Check with Vulnerable Sector Check obtained within the last 12 months, and every following five years thereafter.
- Successful completion of Safe Church training, and every five years thereafter.

Physical Demands:

There is extensive bending, lifting and heavy manual work.

Hours of work:

Sunday and Monday from 8 am to noon, plus vacation and sick leave coverage for the Building Manager.

Place of Business:

Most of the work will occur in the church and its associated buildings. Attendance at meetings offsite and trips to obtain supplies, etc. are required.