



Job Title: Custodian & Facilities Maintenance Worker

Reports to: Business Manager

Compensation: \$24.00 hr, 4% vacation pay,

Hours of work: 8 to 16 hours week, requires flexible evening, weekend and holiday availability

About the Cranbrook History Centre

The Cranbrook History Centre is a landmark site located in Cranbrook BC. We preserve and display internationally recognized paleontology specimens, a nationally designated railcar collection, and serve as a repository for the history of Cranbrook and the East Kootenay region for all to explore and discover. We would like to recognize and honour that the Cranbrook History Centre is gathered to learn, share, and work on the traditional unceded territory of the Ktunaxa and Shuswap First Nations.

The museum relies on motivated and detail-oriented individuals who enjoy interacting with all visitors to achieve the museum's mission. Our small team values a supportive and collaborative work culture that is respectful, challenging and promotes diversity and creativity.

Position Summary

The Custodian & Facilities Maintenance worker is responsible for keeping the museum site and its buildings maintained, safe, clean and tidy, and open for business. Reporting to the Business Manager, the worker is responsible for a variety of items ranging from simple maintenance and essential cleaning tasks, to assisting with special events. We are looking for an individual with carpentry and trades skills who also has a good understanding of cleaning techniques, proper use of cleaning chemicals, and experience with a variety of maintenance issues. The successful candidate will be a self-starter, problem solver, a good manager of time, and be able to work independently.

Position Duties and Responsibilities

- Clean galleries and offices according to schedule, including floors, furniture, and windows;
- Inspect, clean and disinfect bathrooms as the schedule requires;
- Perform daily inspections of the site and its assets for maintenance and safety purposes;
- Perform scheduled preventative maintenance tasks;
- Ensure the continued compliance of the recycling program;
- Maintain the museum exterior spaces including weeding, grass cutting, pruning, sweeping, trash and recycling collection and disposal, and snow removal;
- Supervise and provide direction to maintenance volunteers.
- Track inventory and give timely notification to the Business Manager of necessary ordering for supplies;
- Perform minor repair work including but not limited to plumbing, electrical, painting, and carpentry;
- Unload and receive deliveries;
- Assist with set up and break down of meeting rooms for special events;
- Respond to facilities related requests from staff in a prompt and courteous manner;

- Alert Management of any facilities related deficiencies or safety hazards encountered during regular rounds;
- Perform special projects during closures that may require heavy lifting, light repair, and deep cleaning of museum spaces;
- Document work as appropriate.

Qualifications

Knowledge and Certifications

- Minimum 2 years in a maintenance or custodian role, or other combination of skills and experience.
- Class 4 unrestricted license an asset.
- Knowledge and experience with safe use of hand and small power tools
- An understanding of Indigenous relations in this region; additionally, familiarity with the Truth and Reconciliation Commission and the relevant Calls to Action for Museums is an asset. This knowledge can be through education, lived or worked experience
- OFA Level 1 certification required, may be required after hiring

Abilities and Skills

- Carpentry skills preferred, other trades experience will be considered an asset, such as electrical, plumbing, HVAC, or mechanical
- Strong communication skills, with the ability to work effectively and collaboratively with various departments and individuals
- Open, flexible, and adaptable to new challenges and tasks as they come up
- Act with honesty and integrity at all times
- Strength and mobility to stand for extended periods, work an active 8 hour shift, work outside, navigate stairs and lift weights up to 25 kilograms

We are looking for these personal qualities:

- Initiative: We need someone who has ideas as well as someone who can come up with creative solutions!
- Reliability: We must be able to count on you to ensure the success of our organization.
- Judgement: Things evolve rapidly, being able to make decisions with discernment is an essential quality to being successful in this position
- Detail Oriented: the details matter!

Cranbrook is a town with a diverse and international community. The Cranbrook History Centre strives to reflect this in our work and our team. We encourage applicants who identify as LGBTQ2S+, Person with Disabilities, Indigenous, and visible minorities to apply and self-identify in their application. The Cranbrook History Centre is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection process. If contacted for an employment opportunity, please advise if you require accommodation.