



CITY OF  
PORT ALBERNI

# NOTICE OF JOB POSTING

DATE: June 20, 2025

DEPARTMENT: RCMP

POSITION: RCMP Maintenance Assistant #1 – Regular Part-Time (TEMPORARY)  
*(Note: Section 15.12 of the Collective Agreement applies to this posting)*

REQUIRED QUALIFICATIONS:

- Completion of Grade 10
- Valid Class 5 driver's license
- Some experience in janitorial and minor building maintenance work OR an equivalent combination of training and experience
- WHMIS certificate
- Successful completion of pre-employment fitness test
- Must be able to obtain and maintain RCMP reliability security clearance

DUTIES: As per the attached job description

HOURS OF WORK:

Day	Time	Hours
Monday	3:00 – 7:00 pm	4
Tuesday	3:00 – 7:00 pm	4
Wednesday	3:00 – 7:00 pm	4
Thursday	3:00 – 7:00 pm	4
<b>Total/Week</b>		<b>16</b>

*(Please note: Scheduled hours of work could be flexible)*

WAGE RATE: As per the current collective agreement

DEADLINE FOR BIDS: 4:30 pm, June 27, 2025

SUBMIT BIDS TO: City Hall Reception

Kim Ivezich, Manager of Police Support Services

*This notice has been distributed to:*

**City Hall:**

- Upstairs Bulletin Board - Tanis Feltrin/Annie O'Connor
- Engineering – Carol Tottenham
- Assistant Accountant - Kelly DeClercq

**Multiplex:**

- Multiplex - Chrissy Alarie

**RCMP:**

- Bulletin Board - Michelle Gagnon

**Echo / Aquatic Centre / Museum:**

- Director of Parks, Recreation & Culture
- Photocopy Room, Maintenance Room, Museum - Echo Front Counter
- Program Secretary - Colleen May
- Aquatic Staff Room, Maintenance Room, Program Office - Pool Front Counter

**Fire Hall:**

- Bulletin Board – Travis Cross

**Public Works Yard / Parks Yard:**

- Bulletin Board – Greg Mannix / Shayla Hawkins

**Email to:**

- CUPE President - Stacy Watton
- CUPE Secretary - Kerri Creighton
- Krista Bodin

**City of Port Alberni**  
**Job Description: MAINTENANCE ASSISTANT**

1. **Nature and Scope of Work**

Performs a variety of janitorial, maintenance, and "set up" tasks in accordance with high standards of cleanliness and tidiness. Receives specific instructions from and works under the direction and supervision of a Senior Maintenance Worker or the Sports Program Supervisor

2. **Illustrative Examples of Work**

- Sweeps, mops, washes, waxes, and polishes floors, hallways, stairs, bleachers, offices, and some outside areas.
- Washes hand basins, sinks, toilets, urinals, and tile work.
- Replenishes supplies in the washrooms.
- Collects and transfers refuse to larger containers; unstops sinks, toilets and drains; checks security and/or condition of doors, emergency exits; and various rooms in the facility.
- Vacuums carpets and other floorings.
- Changes light bulbs as required.
- Sets-up rooms in accordance with the scheduled plan, including tables, chairs, audio-visual equipment, etc.
- Performs related work as required.

3. **Knowledge, Abilities and Skills**

- Ability to understand, execute, and deliver oral and written instructions.
- Ability to convey verbal information to the public in a clear and understandable way.
- Ability to deal with the public in a courteous and effective manner.
- Ability to work in a responsible manner without direct supervision.
- Some knowledge of standard methods, materials, tools, and equipment used in janitorial care and maintenance of buildings.
- Ability to operate and/or use tools and equipment related to the work.
- Knowledge of safety precautions necessary for the prevention of staff members and the public.
- Adequate physical strength, ability, and coordination to perform the work.

4. **Training and Experience**

- Completion of Grade 10.
- Some experience in janitorial and minor building maintenance work OR an equivalent combination of training and experience.

5. **Licenses, Certificates and Registrations**

- A valid B.C. Driver's License.
- Successfully complete a pre-employment fitness test
- Completion of Police Information Check
- Ammonia certificate, Refrigeration Operator Certificate or Power Eng. 5th Class for some Multiplex packages
- Pool Operator 1 for some Pool packages