Corpus Christi
Maintenance / Groundskeeper
Full Time Position; Monday through Friday
8:00 am – 4:00 pm

Corpus Christi is looking for a Maintenance / Groundskeeper person to provide maintenance and upkeep of the Church, School, Rectory, Office and Parish Centre buildings and grounds within the church and school premises. This incumbent maintains and upkeeps the Parish and its surrounding buildings creating a safe, beautiful and welcoming environment that supports Evangelical Hospitality and the Parish Vision.

RESPONSIBILITIES

Grounds Maintenance;

- Assures all grounds are maintained in a clean and safe manner. Work includes mowing of lawns, pruning / trimming of hedges, bushes and small trees as needed. Power washing of hard surfaced grounds in spring and fall.
- Each morning inspect the entire parish property to ensure they remain clear of obstacles and garbage.
- Ensure traffic safety signs and posts pylons are in place daily.
- Removal of snow, ice and salting of premises during wintery conditions if necessary.

Building Facilities Maintenance;

- In-charge of maintenance and upkeep of parish and school facilities including all building roofs.
- Oversees maintenance and upkeep of all equipment including electrical and plumbing for all parish and school facilities.
- Provide general assistance as needed by parish and school staff.
- Attend to any minor repairs or projects as requested by the Office Manager, Pastor, and Principal.
- Inform Office Manager of maintenance issues for Parish Office, Church, Parish Centre and Rectory.
- Inform School Principal of maintenance issues for the school.
- Place maintenance service calls as required and be available for service technicians.

Position Specifications / Requirements

- Skills, Knowledge and/or Abilities
    1. Knowledge and skills required to perform minor carpentry, maintenance duties.
    2. Knowledge of equipment and ability to operate machinery safely and correctly.
- Education, Training and/or Experience
    - Appropriate certificates / licenses to operate equipment / machinery.
      Required certificates are:
        a) Class 5 Drivers' License
        b) WHMIS (Workplace Hazardous Materials Information Systems)
    - General or basic knowledge of most areas of maintenance, including plumbing, electrical, carpentry, grounds maintenance.
    - Previous experience in a previous role.
    - Ability to meet the Archdiocese of Vancouver's Safe Environment policies.
    - Must be compliant with all applicable personnel policies.
    - Active member of a Catholic Parish.

WORKING ENVIRONMENT

- Flexible availability, including evenings and weekends, is required to meet the needs of the role.
- Opportunity to work in a faith-based environment.
- Comprehensive group extended health and dental benefits and pension plan offered.
- Salary Range based on skills and expertise; $24 - $32 hour

Deadline to apply: Open until filled
Please submit a résumé and cover letter with
"Maintenance/Groundskeeper" in the subject line to:

Winnie Shiao
Corpus Christi Parish
Email: winnie@ccparish.ca

Thank you for your interest; only shortlisted candidates will be contacted.