

 <p>BC FOREST DISCOVERY CENTRE</p> <p>Interpreting British Columbia's forest community – past, present, future</p>	Descriptive Job Title: <p style="text-align: center;">Building & Grounds Maintenance</p>	
	Department/Unit: <p style="text-align: center;">Operations / Building & Grounds</p>	
JOB DESCRIPTION March 2017	Classification: <p style="text-align: center;">Full Time</p>	Reference #: <p style="text-align: center;">2.06</p>

Programme

The British Columbia Forest Discovery Centre is a museum with an educational mandate to tell the story of the past, present, and future of the forest industry in British Columbia. The BCFDC is situated on 100 acres of forested property and uses artifacts, innovative exhibitions, a fully operational heritage railroad and educational public programming to inform, inspire and entertain the public.

General Accountability & Purpose of the Job

Reporting to the Operations Manager the building and grounds worker is responsible to perform a variety of carpentry and maintenance tasks related to the operation of all buildings, grounds, and security at the BC Forest Discovery Centre.

Duties and Responsibilities

1. Perform maintenance and carpentry work for upgrading and repair of buildings and facilities structures. Activities include, but not limited to:
 - a. Replacement of worn boards on walkways and fence/railings, gates and signage on trails, ground/facility access gates, dismantle existing structures and move/replace on new site.
 - b. Repair, replacement and maintenance of exhibit structures and buildings.
2. Perform grounds maintenance and upkeep by fertilizing, seeding, lawn mowing, weed control and removal, trimming, pruning, and irrigating as required.
3. Provide support and assistance in general cleaning and repairs to public washrooms, walkways, boardwalks, benches, public areas, and amenities [may include plumbing, painting, minor carpentry].
4. Removal of garbage and recycling materials, debris, branches, leaves, etc.
5. Perform site security by opening and/or closing of displays/buildings, monitoring site fencing and access gates.
6. Apply environmental conservations practices including habitat enhancement.
7. Assist in upgrading and replacing of rails and rail ties.
8. Assist in the maintenance of trails.
9. Assist with the set-up and breakdown of equipment for special events booked in the facility. Including firewood, hoses, tents, chairs, tables, etc.
10. May assist in presentation of special events by performing such activities including crowd control, parking designation, etc.
11. Participates on committees, task forces, or special projects as requested.
12. Provide comment and recommendations on short and long range planning activities for the site.
13. Performs general cleaning of all buildings and public washrooms, walkways, boardwalks, benches, public areas, and amenities.
14. Other related duties as required.

Special Requirements

- Valid BC driver's license.

Tools / Equipment

- Power machinery, tools, and equipment utilize in maintenance and/or carpentry activities.
- Tractor, front-end loader for fieldwork and rail upgrading.
- Power machinery and equipment utilize in grounds maintenance including, but not limited to, riding mower, mini-excavator, trimmers, weed eaters, pruning equipment, leaf blowers, chain saws.

Working Conditions

- Weekend and evening work will be required. (all weekends during the season)
- Much of the work activity is done by hand using traditional methods, and can be physically demanding.

Qualifications

Knowledge:

- Knowledge of general grounds maintenance and upkeep.
- Knowledge of carpentry and general trades.
- Conductor Certificate or the ability to successfully obtain.

Skills and Abilities:

- Competent Use of basic hand tools, and hand power tools.
- Demonstrated skills in wood working, painting, etc.
- Familiarity with power machinery and equipment utilize in grounds maintenance including, but not limited to, riding mower, trimmers, weed eaters, pruning equipment, leaf blowers, chain saws.
- Ability to deal and communicate effectively both orally and in writing and to deal courteously, tactfully and diplomatically with other employees and the general public.

Experience:

- Some experience in facility maintenance preferably involving painting, woodworking, etc.
- Use of basic hand tools, and hand power tools.