



## Building Operations Officer

**JOB PURPOSE:** Hanwell Rural Community is currently seeking a full time Building Operations Officer based within the greater Hanwell Community area. Reporting to the CAO in conjunction with the department of recreation and parks, the incumbent is responsible for the day-to-day custodial duties of the Hanwell Community Centre and Municipal Office and perform general maintenance and repairs of Hanwell's facilities, grounds, equipment, and machinery, as well as complete tasks that support special events, rentals, and programs.

**KEY RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO: THE FOLLOWING:**

- Prioritize and clean the Community Centre and Municipal Offices including the community hall, kitchen, meeting rooms, windows, doors, reception areas, corridors, washrooms, storage rooms, offices, and adjacent premises on a daily basis;
- Maintain, monitor, and manage an inventory of cleaning / maintenance tools, equipment, and supplies;
- Ensure the garage, storage buildings, and premises are neat, clean, and that materials and/or equipment are safety stored and disposed of accordingly;
- Inspect, maintain, and/or make general repairs on small machinery and equipment as required;
- Inspect play structures and adjacent premises for safety or hazardous concerns and address / report the matter accordingly;
- Schedule, inspect, and perform routine maintenance and/or repairs on Hanwell's various operating systems such as HVA, geothermal, appliances, water, electrical, etc.;
- Clean, set up and remove tables, chairs, equipment, etc. for various special projects, events, and daily/weekly rentals;
- Inspect and ensure that linens, kitchen utensils, small appliances, etc. are cleaned and properly stored pre and after use by clients;
- Perform seasonal tasks such as landscaping, yard and park maintenance,

- snow clearing, grooming of trees, etc. as required;
- Grooming Hanwell Park walking trails, snowmobile provided.

### **WORKING CONDITIONS:**

Flexible work hours – working evenings, weekends and statutory holidays may be required dependant on event bookings and participation in community events. The applicant must be flexible and able to shift priorities dependent on need.

### **QUALIFICATIONS & SKILLS:**

- High school diploma;
- 1-3 years experience in facilities management;
- Demonstrated ability to operate, maintain, and/or repair a variety of tools and motorized equipment;
- Ability to lift / carry 50 + pounds using proper safety precautions;
- Possession of a valid Class 5 New Brunswick Driver's License with clean driving abstract;
- Good working knowledge of Microsoft Office;
- Demonstrated oral, reading, and written competence in English;
- Demonstrated ability to work within a team environment;
- First aid certification would be considered an asset;
- WHIMS Certificate will need to be acquired;

### **Salary negotiable**

Applications must be submitted no later than **Tuesday October 29, 2024** via email to [clerk@hanwell.nb.ca](mailto:clerk@hanwell.nb.ca) All applicants must include a covering letter that clearly demonstrates how your skills and qualifications meet the job requirements. All are thanked for their interest in this position, but only those selected for an interview will be contacted.