

# NANAIMO

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## Innovation Academy



### GROUNDSKEEPER/MAINTENANCE JOB DESCRIPTION

Nanaimo Innovation Academy is a new and innovative non-profit daycare in Nanaimo, BC. We are excited to welcome people to the team who like to work in a creative and dynamic environment!

#### **Job Summary**

We require someone to maintain the outside area of the building. This includes lawn maintenance, pruning trees, outdoor cleaning, and seasonal cleaning. We also need this person to built and fix small wooden projects, put up and take down sun shades, and safety check all items in our yard on a regular basis.

The hours are Monday to Friday, for 2-6 hours (with the potential of some project-based work on the weekends). A schedule will be discussed with the Executive Director each month.

#### **DUTIES AND RESPONSIBILITIES:**

The Groundskeeper/Maintenance person follows a regular maintenance schedule, including but not limited to:

- General building maintenance, as discussed and identified by the Director of Operations
- Grounds, maintenance and minor repair work,
- Maintain landscaped areas, including lawn maintenance, weed removal and trimming shrubs and trees
- General labour work as assigned by the Director of Operations, including loading, unloading, moving materials and running errands,
- Painting and drywall patching,
- Replacing light bulbs/lamps and cleans fixtures,
- Moving furniture,
- Responding quickly to emergency situations and grounds/play yard concerns,
- Monitoring and cleaning common areas and parking facilities,
- Performing some janitorial duties as needed,
- Keeping accurate records of maintenance duties and service checks,
- Complying with all applicable codes, regulations, governmental agency and company directives as related to building operations and practices safe work habits.

#### **QUALIFICATIONS:**

- High school diploma or equivalent (minimum).
- 1-2 years of experience in facilities and building maintenance an asset,
- Pass criminal background requirements,
- Experience with power equipment such as lawnmowers, edgers, trimmers and blowers
- Experience working with plants, trees, shrubs and flowers
- Strong attention to detail, quality workmanship
- Care in safely operating machinery
- Excellent communication and interpersonal skills
- Able to work independently,

- May be required to work extended periods of time when responding to priority/emergency situations,

#### WORKING CONDITIONS:

- Must be flexible to work various shifts including early mornings, evenings and weekends
- Ability to lift and carry objects up to 50 lbs.
- Ability to perform work involving considerable carrying, lifting, and bending
- Ability to work outside in adverse weather conditions

Additionally, we would like for you to:

- Attend regular staff meetings
- Maintain confidentiality of all information related to the Centre, children, their parents, and staff
- Participate in the annual performance review process
- Contribute to annual plans for the centre
- Willingness to participate in work-related courses, seminars and training
- Maintain regular attendance and punctuality
- Be flexible to accommodate changing schedules
- Implement a problem-solving approach with practical solutions when faced with difficult situations
- Actively participate in Nanaimo Innovation Academy events and activities whenever possible
- Maintain a positive working relationship with other staff, volunteers, parents, and others community members you encounter when representing the daycare.

PERSONAL QUALITIES—We're looking for creative, team players who want to help shape the Centre

- Strong work ethic, honest, and positive team attitude
- Be reliable and thorough with the work you do
- A professional demeanour and an interest in professional growth
- Committed to being a life-long learner who is open to learning and trying new things
- A positive, outgoing, and friendly attitude towards children, parents, and other staff
- The ability to think creatively and innovatively, with reflective practice, in order to continue to improve the Centre
- The interpersonal skills necessary to work successfully within teams
- Self-motivated and proactive when dealing with conflicts
- Excellent communication skills in both oral and written
- Flexibility, be open minded, and willing to work with new initiatives
- The physical ability to perform all assigned tasks including walking, standing or moving for extended periods of time, and lifting items