



## JOB POSTING - EXTERNAL

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Position:	Facility Custodian I	Date of Posting:	2025-09-24
Department:	<b>Recreation &amp; Community Services</b>	Closing Date:	Until Filled
Reports to:	Ammonia Plant Engineer		
Job Type:	<b>Casual (On Call), in-person</b>		
Salary:	\$34.49	Employment Type:	CUPE 15.01 & 15.02

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*The City of Prince Rupert respectfully acknowledges that we live and work on the traditional and unceded territories of the Ts'msyen and Sm'algyax-speaking peoples. We offer gratitude to the people who have lived on these lands since time immemorial.*

*As an equitable and inclusive employer, we value diversity of people to best represent the community we serve and provide excellent services to our citizens. We strive to attract and retain passionate and talented individuals of all backgrounds, demographics, and life experiences. If you require any adjustments to enable participation at any stage of the recruitment process, please contact Antonio Vera, Senior Human Resources Manager at (250)627-2898 or via email at [HR@princerupert.ca](mailto:HR@princerupert.ca).*

The City of Prince Rupert provides services to over 12,000 residents and hundreds of businesses and industries. Nestled against the stunning backdrop of the Pacific Northwest, Prince Rupert, BC, offers a unique blend of natural beauty, rich cultural heritage, and a welcoming community spirit. As you embark on your professional journey in this coastal gem, you'll find a workplace environment that mirrors the city's picturesque landscapes – dynamic, invigorating, and full of potential.

### **Let your skills and talent grow alongside us as we reshape our city's future!**

The City of Prince Rupert is looking for a dynamic and dedicated individual to join our Recreation & Community Services team as a Facility Custodian I. Reporting to the Ammonia Plant Engineer in this role, the Facility Custodian I is reliable, energetic and able to work with diverse facility users under limited supervision. The work involves the operations, set-up and take down of event coordination, cleaning and maintenance of public recreational facilities. This includes the inside and outside of the ice arena, swimming pool, fitness centre and civic centre. Facility Custodians are responsible for all duties related to facility sanitization, cleanliness, safety and set up/take down of programs or events. They perform daily janitorial tasks, minor repairs to equipment of a semi-skilled nature and event set ups and take downs in a timely manner. This position is customer facing and the successful candidate will be required to work a varied schedule based on operational needs. The successful candidate will support conflict resolution with staff and/or public and will be flexible and adaptable in the moment.

#### **The Recreation and Community Services department strategic priorities are:**

- Develop – Capacity, leadership, partnership, programming and services.
- Influence & Inspire – Advance and promote health and physical literacy in our community.
- Govern – Develop plans, policies and procedures that supports physical literacy, sport, arts/culture and recreation.
- Build – Replace and renew indoor and outdoor recreation infrastructure.
- Champion – To be a catalyst for positive change through an equity lens.

Join us today! Be a part of a recreation department that promotes healthy lifestyles and advances quality of life for our residents. We are looking for team members with a growth mindset, willing to take on new opportunities and brings ideas for future advancement.

### **What you'll do...**

- Liaise with staff and the public to coordinate various user groups and assist with delivery of programs, events and other activities.
- General custodial cleaning duties
- Semi-skilled maintenance and minor construction projects (painting, refinishing floors, building repairs etc.)
- Provide customer service to all facility users and support clerks to ensure that program participants have paid
- Set up/take down for programs, bookings and events
- Adhere to all safety regulations, facility and emergency procedures. Report hazards and make recommendations to enhance building and equipment functionality. Provide first aid as necessary and incident reporting
- Other duties as assigned by supervisors and/or management

### **What you'll bring...**

- ***Critical and creative thinking*** – to think systematically and explore possible solutions to problems in an innovative way
- ***Time management*** – to establish priorities to meet deadlines in order to carry out multiple tasks or projects at the same time
- ***Aptitude in customer service*** – to focus on improving guest experience and manage feedback in a respectful and professional manner
- ***Safety lens*** – to provide a safety lens in your duties and public interactions
- Recent and relevant custodial, maintenance and customer service experience
- Strong verbal and written communication skills
- Functional computer skills
- Semi-skilled labour or construction experience

### **What to send our way...**

- Grade 12 or GED equivalent
- Valid BC Driver's license (Class 5)
- Clear Police Information Check (including vulnerable sector)
- WHMIS Certification (to be obtained if not already possessed)
- Standard First Aid, CPR-C-AED(to be obtained if not already possessed)

### **Compensation & Benefits**

This is a permanent, union position that offers a competitive salary complemented by a superior benefits package.

### Other information that you should know

- If you are not a local applicant, you must be prepared to relocate to Prince Rupert, BC before starting work.
- This position is a permanent position, and applicants must be able to demonstrate they meet the City of Prince Rupert's eligibility requirements as outlined on our website:  
<https://www.princerupert.ca/city-hall/careers-volunteering/job-postings> **Eligibility.**

Please submit your cover letter, CV (curriculum vitae) or resume **(in PDF formats)** to:

Brian Millis - Recreation & Community Services Manager

**Email:** [hrrec@princerupert.ca](mailto:hrrec@princerupert.ca)

**Subject:** Facility Custodian I

or mail all documents to:

City of Prince Rupert

**Attn:** Brian Millis

1000 McBride Street

Prince Rupert, BC, V8J 4N9

***We thank all applicants for their interest in this position, however, only those applicants selected for an interview will be contacted.***