



Position: Grounds & Maintenance Coordinator
Hours: 32-40 hours/week, permanent
Compensation: \$20-22/hour, employee benefit package
Application deadline: Feb 16th, 2022

Wildlife Rescue Association of BC is seeking an enthusiastic and organized, Grounds & Maintenance Coordinator. We offer:

- ✓ A flexible work environment with room to innovate
- ✓ Robust employee benefit package
- ✓ Passionate and committed colleagues
- ✓ Inspired hands-on work

Who is Wildlife Rescue?

For over 40 years, Wildlife Rescue Association of BC has been a leader in wildlife rehabilitation, and education in British Columbia. We are BC's busiest wildlife rehabilitation centre, with over 5,500 wildlife patients a year needing indoor and outdoor shelters.

About the Role:

This position plays a primary role in planning and overseeing routine building tasks, preventative maintenance and repair, and upkeep of the buildings, landscape, gardens, and outdoor areas, for the wildlife rehabilitation centre in Burnaby. This position will coordinate a small team of volunteers and work with external contractors when needed.

The Grounds and Maintenance Coordinator is expected to ensure the highest standards of practice are achieved and maintained in accordance with the mission, vision, and values of Wildlife Rescue, and to ensure adherence to all policies and legal requirements especially Health & Safety procedures.

We want to hear from you if you have the following *essential* qualifications:

- Ability to foster a safe, healthy, positive, and respectful environment
- Minimum of 2 years' related experience in skilled trades and/or site maintenance
- Knowledge and experience in compliance with building codes and legislation
- Experience in identifying and mitigating risk
- Confidence, self-awareness, and a values-driven approach
- Demonstrated ability in a wide range of skills such as but not limited to; carpentry, plumbing, mechanics, janitorial, electrical, use of manual and mechanical tools, landscaping

Our ideal candidate may have some or all the following qualifications:

- Experience and knowledge in maintenance and/or project management
- Excellent team leadership
- Communication skills
- Ability to complete tasks independently with little supervision
- Ability to problem solve and resolve minor maintenance projects
- Demonstrated reliability
- Organization
- Microsoft office skills
- At least 18 years of age
- Demonstrated fluency in speaking, reading, and writing English
- Access to vehicle an asset
- Experience working with staff or volunteers in a non-profit setting

Why Should You Apply?

- Use your creativity and problem-solving skills
- Make a difference for wildlife
- Paid vacation
- Sick leave
- Extended medical and dental benefits
- Dynamic work environment
- A culture of wellness

Submit your cover letter and resume together in a single pdf file using our online form [here](#) or by copying and pasting this link into your browser:

<https://app.smartsheet.com/b/form/d2b148fa74ba43c8adb5f3dd179080b9>

Please be advised that only short-listed candidates will be contacted for interviews, but we would like to thank all applicants in advance for their interest.