

Position Job Title: Laborer, Grounds and Facilities

Location: Squamish, BC

Reports To: Groundskeeper/Maintenance Coordinators

About Quest University

Quest University Canada acknowledges that it sits on the traditional, ancestral, and unceded territory of the Skwxwú7mesh (Squamish) peoples. We are grateful to have the opportunity to work, learn, and live in this blessed territory.

Quest University is Canada's first independent, not-for-profit, secular liberal arts and science university, devoted entirely to excellence in undergraduate education. Our campus is situated amidst the Coast Mountains in Squamish, midway between Vancouver and Whistler. Built to prepare students for the challenges of the 21st century, Quest's innovative academic program, highly engaged student population, and outstanding faculty are gaining world-wide recognition. Quest offers a competitive salary and a dynamic workplace. For more information about Quest, visit us online at www.questu.ca.

Quest University Canada is accredited by the Degree Quality Assessment Board of the province of British Columbia and is a member of the Education Quality Assurance.

About the Role

Quest University Canada seeks a full-time Laborer to support Campus Operations and the Facilities Teams. This position reports to the Groundskeeper and works closely with other members of the Operations team, including the Facilities Maintenance team and the Facilities Management team, including the campus Custodians. This position may include occasional evenings and weekends.

The Laborer, Grounds and Facilities, will assist the Groundskeeping and Maintenance teams with the maintenance of all buildings and facility components (i.e. walls, floors, etc.), and the exterior areas of the campus including the main campus, residences, landscaping, pathways, and parking lots. This work includes assessing damages, and deterioration, making repairs, performing routine maintenance, and assisting with large scale projects. The Laborer will also assist the Groundskeeper with the lawn and garden care of the campus, as well as snow clearing. The employee will work in accordance with established processes and practices and for complying with internal and external requirements including, but not limited to, environmental, health and safety, and fire protection.

Essential Responsibilities

- Assist the Maintenance and Groundskeeping teams as directed.
- Assist with the maintenance of the grounds and facilities, including the buildings, built infrastructure, plant life, exterior lighting, pathways/stairways, and other items as required.

- Perform repairs, as necessary, including moving furniture and furnishings, painting, etc.
- Assist with the maintenance of the related tools and equipment.
- Order required materials and equipment as directed.
- Work with vendors and contractors, including grounds, maintenance, parking lot and walkway maintenance, snow removal and campus beautification, as directed.
- Supervise the work of the Groundskeeping and Maintenance assistants and relevant contractors, as directed.
- Other duties as assigned

Skills and Abilities

- An understanding of, and experience with building and facilities maintenance and repairs, groundskeeping, horticulture, and the use of related tools and equipment.
- Good interpersonal/human relations skills.
- Good verbal communication skills.
- An ability to handle multiple tasks simultaneously.
- An ability to work flexible schedule.

Qualifications

- High school diploma or equivalent, or a combination of education and experience.
- One to three years of relevant experience, preferably in providing maintenance and groundskeeping services at an institutional setting.
- Experienced in a skilled trade is an asset.
- Valid BC Class 5 driver's license and a good driving record.

To Apply

Candidates are asked to submit a Cover Letter and Resume in PDF format to Human.Resources@QuestU.ca. Names of references and evidence of credentials will only be requested at the end of the recruitment process.

Closing Date: Until a suitable candidate is found.

Start Date: As soon as possible.

Quest University is committed to equity and diversity in its community and welcomes applications from women, racialized persons/persons of colour, Indigenous peoples, persons with disabilities, persons of all sexual orientations and genders, and others who may contribute to the further diversification of ideas. All qualified candidates are encouraged to apply. However, Canadian citizens and permanent residents will be given priority. Application

materials, including letters of reference, will be handled in accordance with the "[Freedom of Information and Protection of Privacy Act](#)" (British Columbia).

While we thank all applicants for their interest, only those applicants who have been given consideration for an interview will be contacted.

Please note, COVID-19 vaccines are required for all students, faculty and staff on campus. Proof of vaccination status will be requested on your first day of employment.