



4509 W. 11th Ave., Vancouver, BC V6R 2M5
office@wpqbc.org | (604) 228.9747 | www.pointgreychurch.ca

Building and Grounds Manager

Basic Job Description

The overall purpose of this position is to ensure that the building and grounds are kept in good working order. Specific duties include:

Building

Oversee and monitor custodial services.

Conduct weekly inspection of facilities identify damaged or worn items and repair or facilitate repair of replacement of deficiencies.

Assure supplies of consumables are maintained.

Conduct regular (e.g., yearly) safety inspections and tests of smoke alarms, CO alarms, fire extinguishers, etc. (Including battery replacement.)

Oversee heating system and thermostat settings in response to room usage.

Look after boiler and heating system maintenance: arrange for annual inspection and certification.

Make sure elevator is maintained and certified.

Liaise with government officials for all needed external inspections and certifications.

Arrange for annual floor care: linoleum and tile floors waxing; carpet cleaning.

Prepare a budget for annual foreseeable expenditures plus recommendations for capital expenditures for irregular maintenance, repairs, replacements, additions, or augmentations to physical plant.

Oversee security: keys and cameras

Be available to supervise outside use of the facility (weddings, elections, etc.) [Extra reimbursement would apply].

Grounds.

Oversee lawn care.

Oversee garden maintenance.

Oversee snow removal.

General:

Hours: 15/week

Remuneration and benefits to be negotiated.

Please apply to "office@wpqbc.org" and include three references.