



Posted Internal: April 15, 2026  
Posted External: April 15, 2026

## ARMSTRONG SPALLUMCHEEN POOL CASUAL JOB POSTING

<u>POSITION TYPE</u>	<u>POSITION HOURS</u>	<u>HOURLY RATE</u>
Facility Attendant PT/Casual	Part Time/Casual	\$28.68 (2025 Rate) plus 18% in lieu of benefits

The Armstrong Spallumcheen Parks and Recreation Commission have an exciting opportunity for employment supporting our parks and recreation facilities as a Facility Attendant PT/Casual.

The Facility Attendant PT/Casual is a key member of the facility team delivering services of the Armstrong Spallumcheen Parks and Recreation Commission to the community and region. The role is central to the operations, maintenance and upkeep of all Parks & Recreation's grounds, facilities and equipment.

### SCOPE:

Reporting to the Working Foreman, The Facility Attendant supports the daily operations of the Armstrong Spallumcheen Parks and Recreation department including maintenance of parks, grounds, and facility spaces. This position focuses on janitorial services, facility preparation, grounds maintenance, and customer service. The role emphasizes teamwork, safe work practices, and ongoing learning under the guidance of experienced staff.

### RESPONSIBILITIES:

- **Janitorial and Grounds Support:** Efficiently performs janitorial and custodial duties throughout various facilities, ensuring all interior spaces are maintained to a high standard of cleanliness and sanitation. Supports facility upkeep through minor landscaping, gardening, watering, lawn mowing, and seasonal snow and ice removal.
- **Facility Preparation:** Prepares parks, grounds, and facility spaces for use by a variety of user groups and completes required setup and takedown. Understands and accommodates the specific needs of each group, ensuring spaces are safe, clean, and ready for use. Perform light maintenance tasks as required.
- **Customer Service:** Provides courteous, friendly, and responsive service to all customers.
- **Pre-Event / Rental Inspections:** Conducts pre/post-event and rental inspections of parks, grounds, and facilities to identify faults, deficiencies, or hazards. Reports findings and initiates corrective action where appropriate, ensuring spaces are safe, accessible, and ready for use by all customers and visitors.
- **Maintenance and Repair:** Performs minor maintenance and repairs on both indoor and outdoor facility areas and on various tools and equipment. Tasks may include painting, cleaning, graffiti removal, and other related duties.

- **Equipment & Safety:** Performs tasks safely and efficiently, operating equipment and tools with care to prevent damage, excessive wear, and ensure personal and public safety.
- **WorkSafe Practices & Standards:** Follows established safety procedures, manuals, and checklists to complete tasks efficiently while minimizing risk. Prioritizes the safety of self, co-workers, and the public always. Operates motorized equipment and vehicles according to safe driving practices and regulatory requirements. Actively learns and applies best practices to maintain a safe and healthy work environment.
- **Handling Cleaning & Maintenance Chemicals:** Works with various chemicals and substances (e.g., cleaning supplies and paint) in a safe and prescribed manner, following all relevant safe work procedures.
- **Development and Learning:** Actively develops foundational skills by observing and learning from experienced staff. Shares knowledge when appropriate and takes initiative to grow abilities, building the competencies needed to contribute effectively to Parks, Grounds, and Facilities operations.
- **Teamwork:** As a member of the Parks & Recreation team, collaborates with and provides support across all areas of Parks & Recreation. Assists with problem-solving, addresses issues and complaints, and contributes ideas for continuous improvement. Communicates openly with relevant staff and works with the Foreman to enhance service delivery.
- **Administration:** Completes necessary reports and / or documentation in an accurate and timely manner.

## **QUALIFICATIONS:**

### **Required:**

- Grade 12 or equivalent
- Comfortable using computers
- Standard First Aid with CPR C (\*or ability to obtain certification within one month of employment)

### **Preferred:**

- Building Service Worker certificate
- Refrigeration Safety Awareness (RSA) or greater
- Pool Operator Level 1 (\*or ability to obtain certification within one month of employment)

## **EXPERIENCE AND EDUCATION:**

- Previous experience with general maintenance, janitorial and building repair.
- Demonstrated ability to read and write efficiently.
- WHMIS
- Preferred – ability to work efficiently on computers and with standard business software.
- Completion of a Criminal Record Check with Vulnerable Sector Check
- Class 5 Drivers license with clean drivers abstract
- Ability to work flexible schedule including evenings and weekends.

This is a part time/casual position with no guarantee of weekly hours, that is included in the Armstrong Spallumcheen Parks and Recreation Commission Canadian Union of Public Employees, Local 2709 bargaining unit. Hours required will be related to the operations of the parks and recreation department. If you are interested in this position and becoming part of the Armstrong Spallumcheen Parks and Recreation Commission team please submit your

application package (cover letter & resume), in confidence, via email to [cherylw@asprd.com](mailto:cherylw@asprd.com). Applications will be accepted on a rolling basis until the position is filled.

Cheryl Wiebe  
General Manager

**Armstrong - Spallumcheen Parks & Recreation Commission**

*\*Interviews/hiring will take place concurrently with the position being filled as soon as possible. Only those applicants selected will be contacted.*

FOR OFFICE USE ONLY – NOT TO BE POSTED

<b>PARKS &amp; RECREATION POSTING LOCATIONS</b>	
√	Office Staff Room Union Bulletin Board
√	Public Works Union Bulletin Board
√	Public Bulletin Board (Once External Posting)
√	Armstrong Spallumcheen Parks and Recreation Website ( <a href="http://www.asprd.com">www.asprd.com</a> )
√	Township of Spallumcheen Website ( <a href="http://www.spallumcheentwp.bc.ca">www.spallumcheentwp.bc.ca</a> )
√	City of Armstrong Website ( <a href="http://www.cityofarmstrong.bc.ca">www.cityofarmstrong.bc.ca</a> )
√	Secretary of Union (via email – ( <a href="mailto:2709cupe@gmail.com">2709cupe@gmail.com</a> ))
√	Other: _____