



## FACILITIES OPERATIONS MAINTENANCE WORKER

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**COMPETITION: #24120-50159805**

**SECTION:** Facilities Services Section  
**STATUS:** Temporary full-time  
**DURATION:** Approximately six months (*Assignment may be extended or reduced for operational reasons or due to circumstances that could not be foreseen at the time of posting*)  
**HOURS OF WORK:** Monday to Friday, 7:00 a.m. to 3:00 p.m.  
**SALARY:** Pay Grade 16 - \$30.41 to \$35.72 per hour  
**COMPETITION END DATE:** Friday, November 1, 2024

Responsible for providing manual facility-related work at all VPD-operated sites as required.

### ESSENTIAL DUTIES

- Performs maintenance, set up, and repairs to furniture, equipment, and facilities
- Disassembles, transports, and reassembles existing or new office furniture systems to and from various VPD sites
- Recognizes and coordinates contractors for electrical and data for panel systems
- Plans space to reorganize office space
- Keeps proper inventory of all Facilities furniture assets
- Cutting of keys for repair or replacement
- Examines furniture frames, upholstery, springs, and webbing to locate defects
- Inspects the assembled furniture products to verify they meet the quality standards
- Applies stain, sealant, and gloss to furniture, both manually and mechanically
- Participates in the resolution of product quality, transportation, and supply discrepancies
- Cleans work area daily; maintains safety procedures
- Prepares and creates mockup stations
- Assembles wooden parts to form sections, frames or complete articles of furniture, such as trims joints to fit, using hand tools
- Attaches metal braces, drawer guides, tops, shelves, back panels with nails, screws, glues, or staples, using hand and power tools
- Other related duties and responsibilities as assigned

### KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to establish and maintain effective working relationships in a team environment
- Ability to read and interpret blueprints and drawings
- Ability to load, unload, and move heavy furniture and equipment
- Working knowledge using Word, Excel, and Outlook
- Ability to work with minimal supervision
- Knowledge of door/cabinet locks and key cutting for repair or replacement
- Ability to keep proper inventory of all Facilities furniture assets
- Experience in space planning to reorganize office space
- Must be physically able to disassemble, transport, and reassemble existing or new office furniture systems to and from various VPD sites
- Ability to recognize and coordinate contractors for electrical and data for panel systems
- Experience in the design and build of specific furniture manufacturer systems: Global, Herman Miller, Steelcase, HON, etc.
- Working knowledge and skills with power tools and hand tools

### EXPERIENCE:

- Minimum two years of experience installing, assembling, and repairing commercial office furniture using hand and power tools



**EDUCATION:**

- Grade 12

**OTHER REQUIREMENTS**

- Valid Class 5 BC driver's licence with an acceptable drivers' abstract
- Physical strength and agility, sufficient to meet the demands of the job
- Must be able to lift, carry, and move heavy awkward objects
- All employees must maintain their enhanced security clearance while employed with the Vancouver Police Department, which will be renewed every five years or as required

**NOTE: This position falls under the jurisdiction of Teamsters Local 31.**

*We thank all applicants, however, only those short-listed will be contacted.*

Applicants should submit a resume via email by 4:30 p.m. of the closing date. **Resumes should indicate clearly the competition number on the subject line in the email**, and be made to the attention of Human Resources Section, via email [vpd.civilian.jobs@vpd.ca](mailto:vpd.civilian.jobs@vpd.ca).