

## FACILITY CARETAKER (SQUAMISH)

### JOB DESCRIPTION

Evans Lake is looking for a hardworking individual to join our dynamic team! The Facility Caretaker is key to the successful operation of the Evans Lake Forest Education Centre. Working under the direction of the Facilities Manager, this position will ensure the site is safe, clean, and memorable for all campers. This role seeks a creative problem-solver, who can work independently (including evenings/weekends, when scheduled), and work hands-on to fix/repair/replace items. **Onsite accommodation and meals while groups are present is provided at no extra charge** and outdoor activities are at your fingertips during days off.

### GENERAL DUTIES & RESPONSIBILITIES

Under the direction of the Facilities Manager, the Facility Caretaker is responsible for:

- Maintenance of ELFEC's buildings, equipment, supplies and associated infrastructure.
- Repairing and maintaining grounds, culverts, ditches, driveways, and roads.
- Removal of garbage, composting and recycling.
- Completing regular water sampling and fridge temperature logs.
- Janitorial duties including cleaning, garbage, and sanitization of spaces.
- Landscaping, trail, and grounds maintenance, including snow removal during the winter months.
- Operation of the Levette Lake Recreation Site from the May long weekend until Thanksgiving weekend.
- Firewood collection, splitting and storing.
- Removal or fencing off any unsafe areas or items within the site.
- Drive the bus for camper and staff transport. Drive the truck & trailer for luggage pickup and drop offs.
- Alongside Managers and other staff, is responsible for the safety and security of staff members and user groups.
- Under the direction of the Facilities Manager, will supervise contractors and volunteers.
- Assist with weekly written safety checks of vehicles, emergency systems, and safety systems.

### SKILLS & ABILITIES

- Knowledge and experience in plumbing, electrical, carpentry, mechanical systems, and landscaping is an asset.
- Critical thinking, creative problem-solving and strong initiative.
- Strong interpersonal & communication skills.
- Basic computer comprehension including emailing, Slack, Microsoft Word & Excel.
- Physical ability and strength. This position involves regular physical activity and labour outside, year-round.

### ADDITIONAL REQUIREMENTS

- Criminal record check including Vulnerable Sector Search (VSS).
- Must have or be willing to obtain a Small Water Systems (SWS) operator certificate.
- A class 5 license and the ability and willingness to obtain and maintain an unrestricted class 4 license (25-person bus).
- May require tasks beyond what is listed on job description to support overall operations of ELFEC.

### THE POSITION

- A full-time, year-round position, averaging 40 hours per week. In your application, please indicate if you are interested in a seasonal role instead of a full-time role.
- The Caretaker will reside on-site at the Evans Lake Forest Education Centre (located in Squamish, BC in the middle of Sea-to-Sky country!) during employment. On-site accommodation in a private suite with a shared washroom and meals (when programs are in session) are complimentary.
- \$40,800-\$43,500, based on experience, education and training, plus two weeks of vacation.



- Plus, extended health and medical benefits and cell phone allowance for full-time position, after completing probation period.

#### HOW TO APPLY

- **Application Period:** Open until filled. Interviews anticipated for mid-late January. Please note that only shortlisted candidates will be contacted.
- Anticipated start date: Late February/early March 2024
- **Please email your resume and cover letter to [facility@evanslake.com](mailto:facility@evanslake.com)**

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*ELFES is an equal opportunity employer. We are proud to uphold human rights, we value the inclusion of all members of our community, and we strive to create a safe and fun environment for everyone to explore and learn about the forest.*

*[We acknowledge that Evans Lake is located near Ch'iyakmesh, on the unceded territory of Skwxwú7mesh Úxwumixw \(Squamish Nation\).](#)*

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