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SHOP, EQUIPMENT & OFFICE MAINTENANCE PERSON **FORT ST JOHN, BC**

We are currently recruiting for a Shop, Equipment and Office Maintenance Person to join our team in Fort St John. We are a leading firm in the fields of environmental remediation, reclamation, and natural sciences throughout British Columbia. Our specialty is upstream oil and gas; however, we provide a broad array of environmental services with offices in Fort St John and Port Moody, BC.

POSITION OVERVIEW

This position will be responsible for general shop maintenance and upkeep, repair and maintenance of equipment, general janitorial duties, and other tasks related to keeping the shop, equipment and office functional, efficient, and safe. This position is part-time for approximately 10 hours per week.

Specifically, you will

- General shop and office maintenance and upkeep
- General equipment repair, upkeep, and inventory
- General janitorial duties such as bathrooms, floors, office wastebaskets, recycling, etc.
- Seasonal duties such as power washing, windows, landscape trimming, etc.
- Monitoring of work vehicles to meet maintenance and warranty requirements, take vehicles in for regularly scheduled maintenance, ensure correct safety contents are loaded into vehicles
- Regular inspections of the office environment to ensure compliance with Worksafe standards of practice
- Run errands and complete tasks for SynergyAspen's client project work
- Other miscellaneous duties

Qualifications Requirements

- Training program in building maintenance is desirable, but not mandatory
- Two years' general work experience, plus one years' practical current experience in a similar position
- Valid Driver's License, a current drivers abstract will be required
- Good judgement, and the ability to identify a problem, recommend solutions, and recognise the importance of communicating the problem to supervisor
- Ability to work in and around a diverse group of employees in the work location, and interact in a friendly manner when required
- Basic working knowledge of general repairs such as painting, basic carpentry and cleaning
- Physically capable and able to meet the physical requirements of the job, including lifting up to 35 lbs., kneeling and climbing, etc.
- Able to work independently, as well as in a team environment
- Able to take and follow direction, verbally and written, and driven to complete tasks on time and well
- Flexibility for hours worked

How to apply

To access the detailed Job Description and submit your application, please go to the Careers Page and open the "current Opportunities tab" at our Website: www.synergyaspen.ca

*No direct inquiries at this time please.

*We thank all interested applicants for their interest but only short listed candidates will be contacted.