

JOB POSTING – CASUALS

The City of Parksville is accepting applications from individuals who are available to work on a casual basis.
There are no set hours of work and shifts may vary depending on the position.

Position: Caretaker/Custodian
Department: Operations
Rate of Pay: \$29.97 per hour
Hours of Work: Various shifts including evening and weekend hours

Primary Duties – Under the general direction of a supervisor, the incumbent performs a variety of repetitive cleaning, minor maintenance and/or building service tasks following well established and easily learned procedures in or around public buildings.

Required Qualifications

Grade 12, plus a Building Service Maintenance Program (2 weeks) and WHMIS Certification; Possession of a valid Class 5 BC Drivers Licence and good driving record; Six (6) – twelve (12) months experience in janitorial care and maintenance.

Position: Building Services Worker
Department: Operations
Rate of Pay: \$29.97 per hour
Hours of Work: Various shifts including evening and weekend hours

Primary Duties – Reporting to the Facilities supervisor, the incumbent performs daily cleaning and maintenance tasks to ensure the safety, cleanliness and security of city owned buildings.

Required Qualifications

Grade 12, plus a Building Service Maintenance Program (2 weeks) and WHMIS Certification; First Aid Level 1; Possession of a valid Class 5 BC Drivers Licence and good driving record; One (1) year experience performing janitorial duties

Position: Accounting Clerk I – Receptionist/Cashier
Department: Finance
Rate of Pay: \$30.82 per hour
Hours of Work: Between the hours of 8 am and 4 pm

Primary Duties – Reporting to the Manager of Finance, this position provides front counter customer service and performs a variety of general reception and cashier duties of moderate complexity.

Required Qualifications

Grade 12, plus one (1) year successful completion post-secondary accounting, business or office management program; Possession of a valid Class 5 BC Drivers Licence and good driving record; Minimum of one (1) year experience in finance or accounting department, preferably in a local government setting.

See job descriptions for full details.

These are CUPE Local 401 Positions.

Candidates must be able to legally work in Canada.

All new hires will be required to provide proof of full vaccination. Exemptions will be considered where there are valid grounds for accommodation under the BC Human Rights Code.

Interested candidates are invited to submit a resume to HR@parksville.ca with “casual” in the subject line.

The City of Parksville thanks you for your interest. Only candidates selected for an interview will be contacted.