

Position:	Facility Custodian I (Casual)	Date of Posting:	2026-05-20
Department:	Recreation & Community Services	Closing Date:	2026-05-29
Reports to:	Ammonia Plant Engineer	Employment Type:	CUPE Local 105
Job Type:	Casual (On Call) - Sunday to Saturday	Hourly Wage:	\$34.49 per hour

The City of Prince Rupert respectfully acknowledges that we live and work on the traditional and unceded territories of the Ts'msyen and Sm'algyax-speaking peoples. We offer gratitude to the people who have lived on these lands since time immemorial.

Why work for the City of Prince Rupert?

The City delivers the essential services that keeps our community moving and supporting residents, local businesses, and industry every single day. Working here means more than just doing a job; it's about serving the community you call home, building meaningful relationships, and seeing the real impact of your work firsthand. We are deeply committed to fostering a respectful, inclusive, and supportive workplace where diverse perspectives, lived experiences, and local knowledge are not only welcomed, but truly valued. We encourage applications from individuals who share our commitment to public service and who want to help build a community where everyone feels they belong.

Let your skills and talent grow alongside us as we reshape our city's future!

Who you are...

You are a reliable, energetic, and customer-focused team player who takes pride in keeping public spaces safe, clean, and welcoming. Comfortable working independently with minimal supervision, you enjoy supporting a wide range of community members in a hands-on environment. In this casual role, your strong availability and flexibility are essential, as you're ready to adapt to a varied schedule based on operational needs. You approach daily cleaning, minor repairs, and event set-ups with care and efficiency, and you remain adaptable in the moment—confidently handling unexpected situations and helping ensure a positive experience for all facility users.

What you'll do...

- Liaise with staff and the public to coordinate various user groups and assist with delivery of programs, events and other activities.
- General custodial cleaning duties.
- Semi-skilled maintenance and minor construction projects (painting, refinishing floors, building repairs etc.).
- Provide customer service to all facility users and support clerks to ensure that program participants have paid.
- Set up/take down for programs, bookings and events.

- Adhere to all safety regulations, facility and emergency procedures. Report hazards and make recommendations to enhance building and equipment functionality. Provide first aid as necessary and incident reporting.
- Other duties as assigned by supervisors and/or management.

What you'll bring...

- ***Critical and creative thinking*** – to think systematically and explore possible solutions to problems in an innovative way.
- ***Time management*** – to establish priorities to meet deadlines in order to carry out multiple tasks or projects at the same time.
- ***Aptitude in customer service*** – to focus on improving guest experience and manage feedback in a respectful and professional manner.
- ***Safety lens*** – to provide a safety lens in your duties and public interactions.
- Recent and relevant custodial, maintenance and customer service experience.
- Strong verbal and written communication skills.
- Functional computer skills.
- Semi-skilled labour or construction experience.

What to send our way...

- Grade 12 or GED equivalent
- Valid BC Driver's license (Class 5)
- Clear Police Information Check (including vulnerable sector)
- WHMIS Certification (to be obtained if not already possessed)
- Standard First Aid, CPR-C-AED (to be obtained if not already possessed)

Fitness Requirement:

- A good level of physical fitness to support daily cleaning, equipment movement, and event set-ups in a safe and efficient manner.
- Capability to lift and carry up to 25–50 lbs (11–23 kg) safely and repeatedly.
- Ability to push and pull equipment such as floor scrubbers, garbage bins, and event set-up materials.
- Comfort with frequent bending, twisting, kneeling, and reaching.
- Ability to work both indoors and outdoors in varying conditions (including wet, cold, or noisy environments like arenas or pools).
- Sufficient stamina to complete repetitive cleaning and set-up tasks efficiently during a shift.
- Ability to safely use ladders and basic tools for minor maintenance tasks.

Compensation & Benefits

The position offers a competitive hourly wage, however does not qualify for dental or extended health benefits.

Other information that you should know

- This position is a casual position, and applicants must be able to demonstrate they meet the City of Prince Rupert's eligibility requirements as outlined on our website: <https://www.princerupert.ca/city-hall/careers-volunteering/job-postings>
- If you are not a local applicant, you must be prepared to relocate to Prince Rupert, BC before starting work.

Please submit your cover letter, CV or resume and copies of certifications **(in PDF formats)** to:

Brian Millis - Recreation & Community Services Manager

Email: hrrec@princerupert.ca

Subject: Facility Custodian I (Casual)

or mail all documents to:

City of Prince Rupert

Attn: Brian Millis

1000 McBride Street Prince Rupert, BC, V8J 4N9

If you require any adjustments to enable participation at any stage of the recruitment process, please contact the Human Resources Department at HR@princerupert.ca.

We thank all applicants for their interest in this position, however, only those applicants selected for an interview will be contacted.