

Posting #25-089CU

Maintenance Assistant (2 Positions Available)

Facilities Department – Terrace, B.C

Term, Part-time (20 Hours per week)

(October 2025 to March 2026)

Purpose

Reporting to the Facilities Services Manager, the Maintenance Assistant completes a wide range of general labour and maintenance related tasks, including snow clearing, lawn maintenance, minor building maintenance, furniture moves, and plumbing repairs, to help ensure the preservation of a well-maintained, fully functioning and safe environment. This position will be primarily assigned to work within the Facilities department.

Responsibilities

Duties include but are not limited to:

- Performing manual snow clearing activities such as hand shoveling, ice chipping, and hand sanding;
- Performing manual lawn maintenance activities such as mowing, sweeping, raking, trimming, and shoveling;
- Operating maintenance and mobile equipment such as push snow blower, lawn mower, power rake, gas trimmer, tractor, and skid steer;
- Providing minor and routine building maintenance such as plumbing repairs, mounting whiteboards, ceiling tile replacement, drywall patching, and painting walls;
- Completing office furniture moves and set ups including computer hardware;
- General grounds-keeping including maintenance of gardens, pathways, irrigation systems, and sign repairs/replacement;
- Setting up furniture, tents, displays, and other items for functions or events for Conference and Events Services, both indoors and outdoors;
- Responding to fire alarms and other emergencies as required;
- Recording details of tasks and hours worked within a computer-based maintenance management system; and
- Picking up and delivering freight or other items as required

Qualifications

The successful candidate will possess the following:

- A high school diploma;
- 3+ years' relevant experience, preferably gained in a post-secondary environment;
- A demonstrated skill in a variety of trades, preferably with knowledge and experience in the safe operation of a forklift, skid steer, and other mobile equipment;



- Excellent interpersonal skills and the ability to work in a service-oriented team environment;
- Ability to perform strenuous physical activity such as heavy lifting (up to 50 lbs.). This is a labor-intensive role that requires the skills and abilities to safely perform repetitive tasks in adverse climatic conditions; and
- A valid BC Driver's License.

An equivalent combination of education and experience will be considered.

The successful candidate must be willing and able to provide a clear criminal record check.

Salary

This position has been classified at a Grade 6A. The annual salary range for this position is \$67,267.20 to \$70,033.60 and the normal starting salary will be \$67,267.20, pro-rated based on length of term and hours worked.

UNBC offers excellent benefit packages, and employee training and development opportunities. For more details, please see:

<http://www.unbc.ca/human-resources/employee-benefits>

Normal hours of work will be 8:00am – 12:00pm, Monday through Friday.

Our Commitment to Diversity and Employment Equity

The University of Northern British Columbia is fully committed to creating and maintaining an equitable, diverse, and inclusive environment that is accessible to all. We are devoted to ensuring a welcoming, safe, and inclusive campus free from harassment, bullying, and discrimination. This commitment is woven into our motto and mission. In the Dakelh language, UNBC's motto 'En Cha Huná translates to "they also live" and means respect for all living things. Through the respect for all living things, we are able to grow and learn better together, each bringing our own unique individual differences and contributions to inspire leaders for tomorrow by influencing the world today.

Employment equity requires that we remove barriers and overcome both direct and indirect discrimination. In this way, the pool of excellent candidates increases substantially. We encourage applications from members of groups that have been marginalized on any grounds enumerated under the B.C. Human Rights Code, including sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, and/or status as a First Nation, Metis, Inuit, or Indigenous person.

About the Community

Since its founding in 1990, the University of Northern British Columbia (UNBC) has emerged as one of Canada's best small research-intensive universities, with a passion for teaching, discovery, people, and the North. UNBC's excellence is derived from community-inspired research, hands-on learning, and alumni who are leading change around the world.

Since time immemorial, Indigenous peoples have walked gently on the diverse traditional territories where the University of Northern British Columbia community is grateful to live, work, learn, and play. We are committed to building and nurturing relationships with Indigenous peoples, we acknowledge their traditional lands, and we thank them for their hospitality. UNBC's largest campus in Prince George is located on the



traditional unceded territory of the Lheidli T'enneh, in the spectacular landscape near the geographic centre of beautiful British Columbia.

UNBC consistently ranks in the top three in its category in the annual Maclean's university rankings. UNBC also recently placed among the top five per cent of higher education institutions worldwide by the Times Higher Education World University Rankings.

With a diverse student population, the University is friendly, inclusive, and supportive. Prince George is a city of ~80,000 people with impressive cultural, educational, and recreational amenities. For more information about living and working in Prince George, please refer to <http://www.unbc.ca/experience> and <https://moveupprincegeorge.ca>. Make your mark with this leading post-secondary institution.

To Apply

The University of Northern British Columbia is committed to employment equity and encourages applications from the four designated groups (women, Indigenous peoples, persons with disabilities, and members of visible minorities) as well as the 2SLGBTQ+ communities and individuals with intersectional identities.

Persons with disabilities, who anticipate needing accommodation for any part of the application and hiring process, may contact UNBC Health & Wellbeing at employee wellbeing@unbc.ca. Any personal information provided will be maintained in confidence.

Internal applicants from CUPE Local 3799 will be given priority consideration.

Please forward your resume and proof of education (e.g. copy of transcripts or copy of degree/diploma) and include the competition number #25-089CU in the subject line to:

Human Resources, University of Northern British Columbia,
3333 University Way, Prince George, BC, V2N 4Z9

Email submissions: HRecruit@unbc.ca
Inquiries: (250) 960-5521

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority. We thank all applicants for their interest in UNBC however, only those applicants selected for further consideration will be contacted.

Applications will be accepted until 4:30 PM on September 29, 2025.

