



Facilities Service Operator

Employment Type: Full time position, 5 days per week (Wednesday to Sunday), 35 hours per week (Includes some evenings depending on operational requirements)

Location: Granville Island

About Arts Umbrella

Arts Umbrella is where young artists ages 2–22 cultivate their passion and creativity in the visual and performing arts. As a non-profit organization entirely dedicated to arts education for children and youth, we believe that art is powerful. A professional faculty delivers a wide range of instruction at every level, including post-secondary scholarship programs across the spectrum of creative fields. With locations in Vancouver and Surrey, Arts Umbrella delivers tuition-based programs as well as donor-funded community-based programs. Each year, Arts Umbrella serves more than 20,000 young people, with nearly 80% through community-based arts education programs, bursaries, and scholarships.

Recently Arts Umbrella opened the doors of its new, 50,000 net-square-foot facility on Granville Island. With this exceptional opportunity, Arts Umbrella is poised to further our vision for a better world where the next generations are inspired to seek wonder through the arts. It is our mission to be Canada’s leader in arts education for young people; to build community and deliver profound life experiences through our commitment to innovation, excellence, and inclusivity. Arts Umbrella (“AU”) is an organization full of heart, where self-expression and creativity are valued and nurtured.

The Opportunity

Reporting to the Chief Operating Officer, the Facility Services Operator undertakes a variety of maintenance and repair tasks as assigned, or on a project basis of Arts Umbrella’s Granville Island facility and as required at our locations in Surrey. The primary functions of the Facility Services Operator is to perform general maintenance and repair work and to liaise, coordinate and interact with staff, vendors and contractors as necessary, while observing and following all safety policies and procedures.

In this role you will

- Perform carpentry, painting and general building maintenance and repair tasks (examples: wall repairs, changing light bulbs, repairing locks, replacing plumbing fixtures, and completing minor electrical repairs)
- Perform cleaning tasks (examples: sweeping, mopping and dusting in the maintenance areas, including the fan and storage areas, and during and post-maintenance activities)
- Assists the Facility Maintenance Supervisor with the changing of filters and the cleaning of cooling coils, heating coils, air intakes, dampers and other related equipment
- Performs routine maintenance tasks, and assists with major repairs of building systems equipment, as required, by:
 - Observing and monitoring the operation of the overall building systems, logging data as required and reporting any malfunctions to the Facility Maintenance Supervisor and Chief Operating Officer.
 - Occasionally assisting with the repair of major building systems and equipment involving the performance of manual tasks performed under close supervision.



- Performs a variety of related tasks, as required, such as:
 - Making minor repairs to furnishings and fixtures
 - Replenishing supplies required throughout the building
 - Moving, loading and unloading furniture, equipment, supplies and building materials
 - Attending to emergency situations to render equipment safe according to specified operational procedures and guidelines.

Here is what you bring

- Working knowledge of the materials, methods and equipment used in painting, plumbing, carpentry, general building maintenance work.
- Working knowledge of the occupational hazards and precautionary measures as related to the building trades and general maintenance.
- Working knowledge of the operation and maintenance of heating, ventilation and air conditioning systems and other related systems.
- Ability to perform carpentry, painting, electrical and plumbing repairs or maintenance tasks not requiring the services of a fully qualified tradesman.
- Strength and agility to climb ladders and work on scaffolding or in cramped and awkward positions.
- Good verbal and written communication skills and an ability to read and understand instructions.
- Ability to work well under pressure and meet deadlines.
- Ability to multi-task, prioritize work and be self-directed with minimum supervision.
- Ability to safely and effectively operate a freight elevator, large floor machines, shop vacuums and various hand tools.
- Ability to maintain an excellent working relationship with other Arts Umbrella employees.
- Must have a Valid Driver's License.

Diversity & Inclusion

Arts Umbrella is dedicated to promoting diversity and inclusion. Our commitment is reflected in our programming, the audience we engage with, the students we serve as well as the staff we employ. Diversity and inclusion in our organization means fostering a workplace in which individual differences are recognized, appreciated, and respected. We actively seek applications from Indigenous peoples, visible minorities, persons with disabilities, people of all sexual orientations and genders, and others with knowledge in diversity and inclusion to help us strengthen our commitment.

Salary range: \$45,000 - \$50,000

How to apply

Send your resume and cover letter to job@artsumbrella.com, indicating **Facilities Service Operator** in the subject line. We strongly encourage applicants to apply as soon as possible, as we will review resumes and schedule interviews as they arrive. This position will remain open until filled.

Arts Umbrella thanks all applicants for their interest and advises that only those selected for an interview will be contacted. ***No phone calls please.***