

Employment Opportunity

Fleet & Facilities Assistant

Supervisor: Fleet & Facilities Supervisor, or designate

Date revised: April 2022

Classification: Seasonal, Part Time

Term of Employment: 16 - 24hrs/week,

June 1 - November 30, 2022

Applications can be submitted via email to cncs@churchillscience.ca. Please quote job title in cover letter or subject line

Application deadline is May 15, 2022

Anticipated start date: June 1, 2022



churchillnorthernstudiescentre

The Churchill Northern Studies Centre (CNSC) is an independent, non-profit research & education facility, located 23 km outside of Churchill, MB. The CNSC facilitates scientific research and provides educational programming on the natural sciences and the environment.

Successful candidates will benefit from the wide range of skills and experiences gained by working at an active research facility.

Job Title: Fleet & Facilities Assistant

Job Description

The **Fleet & Facilities Assistant** provides maintenance support, while being responsible for a wide range of duties related to basic maintenance of the CNSC vehicle fleet, equipment, and buildings.

Job Responsibilities

1. CNSC Vehicle Fleet
 - a. Service vehicles (fuel, fluids, tires pressure, general sanitization, and cleaning, pre and post trip Inspections.
 - b. Perform minor mechanical repairs when required (change tire, oil, wiper blades etc.).
2. Building Maintenance
 - a. Perform basic building maintenance related to electrical, heating, water, and sewer (e.g., change lights, maintain pumps, clean filters etc.).
 - b. Monitor bulk fuel, propane water and septic levels, and notify **Fleet and Facilities Supervisor**.
 - c. Garbage and recycling removal.
 - d. Ensure emergency exits are clear and functioning properly.
 - e. Fill water truck with town or lake water, and fill holding tanks.
 - f. Empty sewage and grey water and dispose using sewage truck.
 - g. General grounds maintenance when required (painting, cleaning, organizing etc.).
3. Other Duties
 - a. Organize, clean, and remove unnecessary equipment in "old" building.
 - b. Pick up and/or drop off guests at airport/train station.
 - c. Assist with the unloading and loading of guest luggage and/or freight, groceries, and other supplies.
 - d. Assist CNSC staff with bear safety (monitoring the security of building doors and windows).
 - e. Other duties as required.

Job Requirements

The **Fleet & Facilities Assistant** must be:

- a) a team player willing to work periodic long hours, on flexible schedules, for the betterment of the Centre.
- b) in excellent physical condition and prepared to spend several hours a week in demanding physical environments characterized by wide temperature swings, long hours of sunlight, insect pests, and the threat of polar bears.
- c) the ability to work independently.
- d) cautious, alert, and able to identify and mitigate possible workplace dangers.

Minimum Qualifications

- Minimum Class 4 Manitoba Drivers Licence with air brake endorsement, or equivalent.
- Demonstrated skills in basic vehicle maintenance, general carpentry, and plumbing.
- Experience with the demanding physical challenges of outdoor work.
- Operation of off-road vehicles.
- Valid Firearms Possession and Acquisition Certificate.

Preference will be given to applicants who reside in Churchill and surrounding communities and to Indigenous applicants.



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