



**Security/Maintenance Worker
Temporary 4 Month Part-Time
Prince George Public Library
www.pgpl.ca**

The position, Security/Maintenance Worker, is a highly valued member of the administrative team who works collaboratively within the team and system wide to deliver exceptional customer service to the public and internally to other staff. This role requires a highly positive person with exceptional people and customer service skills with the ability to resolve conflict in a calm, discrete manner. This position reports directly to the Manager of Finance & Facilities.

The Security/Maintenance Worker is responsible for providing security services. Basic maintenance for the Bob Harkins & Nechako branches of the Library facilities. The security duties include monitoring of the interior and exterior of the building and the grounds to identify and deal with problem individuals, interact with patrons, and promote a safe and pleasant Library experience for all patrons. The maintenance responsibilities include general housekeeping, recycling, assembling and moving furniture and fixtures, setting up programming spaces, and assisting with projects that may involve outside contractors and City staff.

The successful candidate will have:

- Completion of Grade 12 or equivalent
- Basic Security Training completion required
- Level one first aid an asset, will be required within two months of hiring
- Experience working with the public in a variety of capacities
- General mechanical aptitude
- One-year experience performing security or similar work
- Experience with janitorial duties is an asset
- Valid class 5 driver's license is required

This position offers a competitive salary (\$26.41/hr). Approximate hours per week are 20-30.

Please send your detailed resume with a cover letter indicating how you meet the qualifications, as well as dates/times of availability. All applications are to be submitted in confidence by Wednesday, September 9, 2026 at 5:00 p.m. to:

Human Resources
Prince George Public Library
888 Canada Games Way
Prince George BC, V2L 5T6
Or hr@pgpl.ca

Applications are to be marked "Private and Confidential". We thank all applicants for their interest. Only applicants selected for an interview will be contacted.

Your application must be true and correct. Disqualification or termination of employment will result if there are any misstatements, omissions of material facts in the application or hiring process.

Bob Harkins Branch

888 Canada Games Way, Prince George, BC.
V2L 5T6 (250) 563-9251

Nechako Branch

6547 Hart Highway, Prince George, BC.
V2K 3A4 (250) 563-9251