

The **Royal BC Museum** sits on the Traditional Territory of the Lekwungen (Songhees) and Xwsepsum (Esquimalt) Peoples. The museum and archives explore the province's human history and natural history, advances new knowledge and understanding of BC, and provides a dynamic forum for discussion and a place for reflection. The Royal BC Museum celebrates culture and history, telling the stories of BC in ways that enlighten, stimulate and inspire. The museum is a hub of community connections in BC.

We are committed to creating a diverse workplace where everyone is celebrated.

As an inclusive and accessible employer please advise Human Resources if any accommodations are required to assist you to ensure equitable participation in this hiring process.



EMPLOYMENT OPPORTUNITY

Shipper/Receiver – On Call Position

Starting Salary: \$ 46,182.50 – 52,157.99

Royal British Columbia Museum

The Royal BC Museum (RBCM) was established in 1886, making it one of the oldest continually operating museums in Canada. By exploring our human history and natural history, the Royal BC Museum advances new knowledge and understanding of British Columbia, and provides for a dynamic forum for discussion and a place for cultural reflection.

The RBCM, which includes the provincial archives, is undergoing modernization. Modernization is a complex, transformational process that not only impacts the museum's physical presence and facilities, but also requires the museum team to undergo adaptive and technical organizational changes.

The Facilities Department develops, manages, implements and evaluates all work related to the internal and external physical infrastructure and all related equipment of the buildings and property. Facilities negotiates and manages specialized third-party service contracts directly with the suppliers and service providers including but not limited to property management programs, heating/ventilating/air conditioning, electrical, elevators, plumbing, janitorial, telecommunications, corporate vehicles, shipping/receiving, furniture and equipment acquisitions and disposal, landscaping, janitorial services, sustainability programs and asset management.

The Shipper/Receiver position, under general supervision, provides daily shipping and receiving duties for the organization and on-site partners, including sorting and distribution of incoming and outgoing mail and shipments, delivery of goods and materials, stock room maintenance, purchasing and disposal of supplies and assets with an understanding and knowledge to coordinate the transportation of dangerous goods. This position is responsible for gathering, organizing and tracking data for the Carbon Neutral Action Plan, including greenhouse gases and other recycling programs.

Requirements for this position include secondary school graduation, two years' related experience using a variety of office and facility equipment, (prefer experience running forklift), two years' related experience in an administrative capacity, experience with purchasing and tracking financial information on spreadsheet (prefer excel) and experience working with records management (prefer ARCs and ORCS). The candidate must have a solid understanding of facilities operations with maintenance and office support services in a unique museum/archival setting that includes high volume public access buildings (up to one million visitors a year) and a series of specialized restricted access and standard office buildings.

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Necessary skills and abilities for this position include the ability to move pallets, boxes, tables, chairs, ladders and other facility maintenance and facility material and equipment and the ability to safely use and tolerate the use of hazardous substances common to facility maintenance and museum activities. The candidate must be able to work under pressure to resolve urgent issues and meet multiple deadlines while ensuring quality and accuracy. Additionally, the candidate must be able to drive a vehicle and have a valid BC Driver's license, be able to lift 50 pounds, and be able to use computers and software tools including MS Office Suite (Word, Excel, PowerPoint and Visio).

This position requires Criminal Records Checks under the BC Public Service Screening Policy and the Criminal Records Review Act and all applicants must be legally entitled to work in Canada (have Canadian citizenship or permanent resident status).

On November 1, 2021 the BC Public Service announced the COVID-19 Vaccination Policy that defines the conditions and expectations for BC Public Service employees regarding vaccination against COVID-19. It is a term of acceptance of employment that you agree to comply with all vaccination requirements that apply to the public service. More information can be found [here](#).

Please refer to the full job description and selection criteria to ensure your application addresses the areas we will be looking at when assessing suitability for this opportunity.

Please submit your resume and cover letter in pdf format by August 17, 2022 with the following subject line: **Last Name, First Name, RB2022_22 via email to: RBCMaplications@royalbcmuseum.bc.ca**

POSITION DESCRIPTION

Royal BC Museum

POSITION TITLE:	Shipper/Receiver	POSITION NUMBER(S):	61253
DIVISION:	Museum Operations		
DEPARTMENT:	Facilities	UNIT	
SUPERVISOR'S TITLE:	Facilities Manager	POSITION NUMBER	53346 / 90046
SUPERVISOR'S CLASSIFICATION:		PHONE NUMBER:	(250) 387-3361
FOR AGENCY USE ONLY		NOC CODE:	
APPROVED CLASSIFICATION:	CL11	CLASS CODE:	
ENTERED BY:		PHONE NUMBER:	

ORGANIZATION OVERVIEW

The Royal BC Museum is situated on the territories of the Lekwungen People, known today as the Songhees and Xwsepsum First Nations.

The Royal BC Museum (RBCM) was established in 1886, making it one of the oldest continually operating museums in Canada. By exploring our human history and natural history, the Royal BC Museum advances new knowledge and understanding of British Columbia, and provides for a dynamic forum for discussion and a place for cultural reflection.

The RBCM, which includes the provincial archives, is undergoing modernization. Modernization is a complex, transformational process that not only impacts the museum's physical presence and facilities, but also requires the museum team to undergo adaptive and technical organizational changes.

As an institution that encourages gathering, learning, critical thinking, self-reflection and thought-provoking experiences for people of all ages, modernization demands that the museum evolve and remain relevant to the communities it serves and in doing so, the team must embody and exemplify a commitment to:

- being accountable for our individual and collective learning and embracing informed, values-based ways of working that honours diversity, inclusivity, accessibility and equity such that this commitment is evident in our interactions and relations with one another internally, and also with visitors, the public, our industry and business partners, and our community stakeholders.
- being a place where diverse peoples and communities of British Columbia feel welcome in the museum and supported as they tell their truths and share the lived experiences of their current and past generations.
- honouring and presenting an authentic human history that represents a vibrant, diverse province that exists today, which is central to RBCM's transformation.
- Incorporating an informed and values-based adoption, dissemination and implementation of Truth and Reconciliation principles, DRIPA and the province's DRIPA Action Plan.
- being a centre of respectful, inclusive, self-motivated, team-focused collaboration.

RBCM has over 7 million objects and specimens and millions of significant government documents and records; substantial photographic, audio and video collections; artworks; and an extensive library of publications. Through research, learning, outreach and community engagement, we strive to broaden understanding about our province and inspire curiosity and wonder.

DEPARTMENT OVERVIEW

The Facilities Department develops, manages, implements and evaluates all work related to the internal and external physical infrastructure and all related equipment of the buildings and property. Facilities negotiates and manages specialized third-party service contracts directly with the suppliers and service providers including but not limited to property management programs, heating/ventilating/air conditioning, electrical, elevators, plumbing, janitorial, telecommunications, corporate vehicles, shipping/receiving, furniture and equipment acquisitions and disposal, landscaping, janitorial services, sustainability programs and asset management.

PURPOSE OF POSITION

The Shipper/Receiver position, under general supervision, provides daily shipping and receiving duties for the organization and on-site partners, including sorting and distribution of incoming and outgoing mail and shipments, delivery of goods and materials, stock room maintenance, purchasing and disposal of supplies and assets with an understanding and knowledge to coordinate the transportation of dangerous goods. This position is responsible for gathering, organizing and tracking data for the Carbon Neutral Action Plan, including greenhouse gases and other recycling programs.

The incumbent must have a solid understanding of facilities operations with maintenance and office support services in a unique museum/archival setting that includes high volume public access buildings (up to one million visitors a year) and a series of specialized restricted access and standard office buildings.

The incumbent must be able to use computers and software tools including MS Office Suite (Word, Excel, Powerpoint and Visio), and have the ability to use a scissor lift, pallet jack and have a valid BC driver's license.

SPECIFIC ACCOUNTABILITIES / DELIVERABLES

Shipping/receiving:

- Maintain an inviting, efficient, effective and safe physical work environment;
- Ensuring shipping area is clean, and well-organized;
- Maintaining a secure access and egress of outside courier services to the building by controlling doorways;
- Determine efficient use of space in stock room, paper/storage room and Shipping area;
- Maintaining stockroom and keeping inventory to ensure stockroom supplies are replenished when stock is low;
- Signing all incoming waybills to acknowledge receipt of goods, ensuring shipments are documented accurately and in good condition, and refusing any damaged shipments for the Royal BC Museum, IMAX and partners (partners include - Sequoia, RBCM Foundation, and BC Museum Association);
- Coordinate pickups for courier services for Royal BC Museum;
- Ensuring incoming shipments are distributed to the appropriate designated areas for Royal BC Museum and partners;
- Coordination of transportation of dangerous goods and hazardous waste disposal and flammable storage safety procedures; and
- Knowledge of warehousing practices and procedures, shipping and receiving procedures, methods and practices.

Incoming and Outgoing mail processing:

- Sorting and distributing incoming and outgoing mail for Royal BC Museum and partners;
- Maintaining daily record of all outgoing mail for reconciliation with BC Mail Plus invoices, ensure charges are accurate, and contacting BC Mail Plus regarding identified discrepancies; and
- Knowledge of postal regulations and requirements.

Carbon Neutral Action and other Greenhouse Gas, and Recycling Reporting:

- Gathering, organizing, tracking Greenhouse Gas Emissions for Carbon Neutral reporting for the organization, by recording the data from invoices for buildings, fleet and procurement (paper) in an excel spreadsheet;
- Uploading data from the spreadsheet into the SmartTools web-based system;
- Running and manipulating reports from the SmartTools system, to ensure accurate records are available for verification by Director and also the Climate Action Secretariat;
- Attending meetings and/or conferences related to the SmartTool's web-base; and
- Running reports and completing Offset Purchase forms for payments to Pacific Carbon Trust on a quarterly basis;
- Gathering data and completing the draft Carbon Neutral Action Report for Director and Executive approval and sign off;

- Gathering data and data input as required for other greenhouse gas or recycling regulation related requirements; and
- Gathering data and inputting data for multi-materials BC reporting.

Purchasing and Asset Disposal:

- Coordinating and arranging for the disposal of assets - furniture, IT equipment and general surplus;
- Coordinate and initiate purchases of office equipment and supplies for the Organization, including green products;
- Exercise expense authority for the purchase of office equipment and supplies for the Organization;
- Stamping, coding and logging invoices for Property Management and Site Development and submitting to the Director for spending authority signature and submission to Finance;
- Coordinating the return of used batteries, and toner cartridges for recycling;
- Coordinating the pickup, for recycling of extra pallets in the loading dock area; and
- Minor furniture assembly and repair.

Other duties as assigned by Facilities Manager, including but not limited to: furniture moving, assisting PMSD staff with minor repairs, invoice and records management.

FINANCIAL RESPONSIBILITY

Acknowledging receipt of goods and services, ensuring shipments are documented accurately and in good condition.

DIRECT SUPERVISION (i.e., responsibility for signing the employee appraisal form)

Role	# of Regular FTE's	# of Auxiliary FTE's
Directly supervises staff	0	0
Supervises staff through subordinate supervisors	0	0

PROJECT /TEAM LEADERSHIP OR TRAINING (Check the appropriate boxes)

Role	# of FTE's	Role	# of FTE's
Supervises students or volunteers <input type="checkbox"/>		Provides formal training to other staff <input type="checkbox"/>	
Lead project teams <input type="checkbox"/>		Assigns, monitors and examines the work of staff <input type="checkbox"/>	

TOOLS / EQUIPMENT

Skilled and experience with personal computers and common office applications. Experience with commonly used office equipment such as printers, copiers, multi-line phones and fax machines and hand held communication devices.

Ability to operate a pallet jack, man lift, and small power tools such as a drill, screw driver, hammers.

VALUES – Every employee is expected to demonstrate the following values during the course of their work

Accountability, Community, Creativity, Diversity, Partnership, Service

WORKING CONDITIONS

The Royal BC Museum is open every day of the year, except Christmas Day and New Year's Day. As a result, work schedules vary for every department. The majority of union employees are on a 'flexible schedule' where employees schedule their work based on operational requirements for a total of 70 hours each bi-weekly period and at no more than 10 hours per day. This position is Monday to Friday, 8:30 am – 4:30 pm.

INCUMBENT

NAME:	DATE:	I have read and understand this job description
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EXCLUDED MANAGER AUTHORIZATION

I confirm that:

1. the accountabilities / deliverables were assigned to this position effective: (Date).
2. the information in this position description reflects the actual work performed.
3. a copy has / will be provided to the incumbent(s).

NAME:	DATE:	SIGNATURE:
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SELECTION CRITERIA

Education:

- Secondary school graduation

Experience:

- 2 years' related experience using a variety of office and facility equipment. (Prefer experience running forklift)
- 2 years' related experience in an administrative capacity
- Experience with purchasing and tracking financial information on spreadsheet (prefer excel) and using internet
- Experience working with records management (prefer ARCS and ORCS)
- Experience working in warehouse preferred

Knowledge:

- Understanding of purchasing procedures
- Knowledge of warehouse and logistic functions and procedures
- Knowledge of records management system (ARCS & ORCS)

Skills/Abilities:

- Ability to move pallets, boxes, tables, chairs, ladders and other facility maintenance and facility material and equipment
- Ability to safely use and tolerate the use of hazardous substances common to facility maintenance and museum activities
- Ability to work under pressure to resolve urgent issues and meet multiple deadlines while ensuring quality and accuracy
- Ability to use computers and software tools including MS Office Suite (Word, Excel, PowerPoint and Visio).
- Ability to drive a vehicle and have a valid BC Driver's license.
- Ability to lift 50 pounds

PROVISO

- Successful completion of security screening requirements of the BC Public Service, which may include a criminal records check, and/or Criminal Records Review Act (CRRA) check, and/or enhanced security screening checks as required by the ministry (**Note: It is important that you read the job posting carefully to understand the specific security screening requirements pertaining to the position**).

COMPETENCIES

Concern for order reflects an underlying drive to reduce uncertainty in the surrounding environment. It's expressed as monitoring and checking work or information, insisting on clarity of roles and functions, etc.

Planning, organizing and coordinating involves proactively planning, establishing priorities and allocating resources. It's expressed by developing and implementing increasingly complex plans.

Service Orientation implies a desire to identify and serve customers/clients, who may include the public, co-workers, other branches/divisions, other ministries/agencies, other government organizations, and non-government organizations. It means focusing one's efforts on discovering and meeting the needs of the customer/client.

Cultural agility is the ability to work respectfully, knowledgeably and effectively with Indigenous people. It is noticing and readily adapting to cultural uniqueness in order to create a sense of safety for all. It is openness to unfamiliar experiences, transforming feelings of nervousness or anxiety into curiosity and appreciation. It is examining one's own culture and worldview and the culture of the BC Public Service, and to notice their commonalities and distinctions with Indigenous cultures and worldviews. It is recognition of the ways that personal and professional values may conflict or align with those of Indigenous people. It is the capacity to relate to or allow for differing cultural perspectives and being willing to experience a personal shift in perspective.