

Facility Maintenance Coordinator

12-month Term, Full-time 35 hours a week. Subject to operational needs.
Reports to the Recreation Services Manager

Definition:

The Facility Maintenance Coordinator reports directly to the Manager of Recreation. Based out of the Pemberton and District Community Center you will be responsible for the safe, efficient and effective operations and maintenance of the building as well as the spray park and nature park outside.

Typical Duties:

- Monitors the work of contractors for compliance to contract provisions for mechanical systems, grounds maintenance; resolving issues and verifying satisfactory completion of work.
- Monitors the day-to-day security and janitorial requirements
- Ensures all contractual and customer requirements are addressed and resolved.
- Identifies and evaluates emerging on-site requests for renovations, automations and other related projects.
- Ensures the facilities conform to all government and WorkSafe BC regulations and requirements.
- Liaises with a variety of external contacts, including consultants and contractors.
- Ensures completion of preventative maintenance for all recreation service sites.
- Directly supervises and provides day-to-day direction to the Facility Maintenance Worker's position.
- Coordinates Occupational Health and Safety activities, ensuring that safety programs are effectively deployed in accordance with Village requirements.
- Attends to urgent issues and emergency situations as required.
- Makes minor maintenance repairs to inside of building, maintenance, fitness equipment and office equipment.
- Undertakes simple carpentry tasks and minor building repairs.
- Paints inside of building and fixtures, as required.
- Cleans and maintains interior and exterior of facilities as required.
- Sets up, dismantles and cleans facilities for meetings, programs and special events.
- Identifies and acquires supplies for cleaning and related tasks.
- Regularly inspects facilities for risk management issues, reports and or corrects.
- Maintains W.H.M.I.S information and communication/training.
- Liaisons with Recreation Services Manager and provides communication regarding the Preventative Maintenance program, service requests, fire equipment, security systems and pest control.
- Other related duties as required/assigned.

Skills and Qualifications:

- Works independently and with minimal supervision.
- Communicates effectively both orally and in writing.

- Understands and effectively carries out oral and written instructions.
- Effectively plans and assigns the work of others.
- Establishes maintenance routines and cycles to ensure cleanliness and safety of facilities and sites.
- Performs repairs and maintenance duties.
- Operates and maintains cleaning equipment and a variety of hand tools.
- Working knowledge of proper painting techniques.
- Working knowledge of minor carpentry repairs, door hardware repairs and building maintenance.
- Demonstrated knowledge of and experience in operational, maintenance and repair requirements in a related facility.
- Demonstrates care in handling cleaning equipment and undertakes minor repairs.
- Understands W.H.M.I.S. (Workplace Hazardous Materials Information System) practices and techniques.
- Demonstrates independence of judgment and initiative in performing duties of the position.
- Working knowledge of materials, methods and complex equipment used in cleaning work.
- Physical capabilities to carry out the duties of the position.
- Grade 12 diploma + post-secondary education or minimum two years' work experience in a related field.
- B.S.W. Certificate from Building Owners Maintenance Association (B.O.M.A.)
- Proficiency in the use of computer software including Microsoft Office.
- Ability to establish and maintain effective working relations with contractors, staff and variety of external contacts.
- Satisfactory vulnerable record check.

Required Licenses, Certificates and Registration:

- Emergency First Aid Certificate and CPR Certificate
- Valid BC Drivers License

Emergency Operations Responsibilities:

- All persons employed by the Village of Pemberton will be required to assist the Village in providing emergency services. Duties assigned during an emergency may differ from regular duties.