

FACILITIES MAINTENANCE OPERATOR

Performs a diverse variety of maintenance tasks on municipal amenities, recreation features, buildings and facilities including carpentry, basic repairs, upkeep and construction.

Responsibilities:

- Participates in the training of safe work practices and incident reporting
- Follows departmental policies and operational procedures
- Provides feedback to the Manager, Facilities & Parks on matters affecting operations
- Notifies leadership of any incidents or hazards including injuries, property damage or vandalism
- Follows legislative requirements and WorkSafe BC regulations
- Ensures completion of preventative maintenance for all Village of Pemberton facilities.
- Perform small renovations and maintenance to Village facilities including basic electrical, plumbing, painting, drywall, floor care, and other handiwork as required.
- Assist in the maintenance, repair, construction, upgrade or installation of trails, boardwalks, stairs, bus shelters, gazebos, signage, fencing, outdoor furniture (i.e.. picnic tables and benches)
- Supports Parks team as required, performing minor small equipment maintenance, and aiding in parks and facilities related projects, such as equipment operation, irrigation repairs, playground equipment inspection and repair, and lighting adjustments.
- Attends to urgent issues and emergency situations as required.
- Operates company vehicles and equipment including trucks, scissor lift, snowplows, tractors, lawn mowers and skid steer, hand tools and other small equipment
- Monitors the work of contractors for compliance with contract provisions for mechanical systems, resolving issues and verifying satisfactory completion of work.
- Liaises with Management and provides communication regarding the Preventative Maintenance program, service requests, fire equipment, security systems and pest control.
- Supports capital projects that impact the operations and/or maintenance of recreational spaces and other applicable municipal facilities
- Source out parts, supplies and equipment with direction from management.
- Supports ice and snow removal operations throughout the Village during heavy snow events
- Performs other duties as assigned

Skills and Experience:

- Self-motivated with a safety-first attitude
- Ability to work both independently and as a member of the team
- Confident engaging with residents in a courteous manner
- Ability to multitask and prioritize multiple concurrent deadlines
- Sufficient physical strength, stamina and coordination to perform heavy, manual, outdoor work
- In depth, working knowledge of carpentry and building and facility maintenance
- Experienced with a variety of hand tools and light duty equipment
- Class 5 BC Driver's license and satisfactory driver abstract
- Experience working at heights and a variety of heavy-duty equipment desirable
- Building Service Worker Certification or Red Seal trade certification desirable

Job Title: Facilities Maintenance Operator
Developed By: Human Resources
Updated: August 2025



First Aid Requirement:

This position will require the role holder to obtain and maintain a basic first aid certification (formally OFA Level 1).

Emergency Operations:

Anyone actively employed by the Village of Pemberton may be required to assist the Village in providing emergency services. Duties assigned during an emergency situation may differ from regular duties.

CUPE Local 2010:

This position is part of the Collective Agreement between the Village of Pemberton and the Canadian Union of Public Employees, Local 2010.

Posting Details:

Job Type: Full-time, Permanent
Application Deadline: 16 September 2025
Estimated Start Date: 1 October 2025
2025 Salary: \$37.28

The Village of Pemberton is committed to diversity, inclusion, and accessibility. We strive to attract and retain passionate and talented individuals of all backgrounds, demographics, and life experiences. If you have a passion for serving the community and supporting a healthy, safe workplace, we want to hear from you. We celebrate diversity and welcome applications from all interested candidates.