

MAINTENANCE COORDINATOR

The City of Campbell River is seeking a permanent full-time **Maintenance Coordinator** to join our Facilities Department.

Naturally, Campbell River – Located on Vancouver Island, surrounded by the ocean and majestic mountains, the City of Campbell River offers a rare combination of a welcoming small-town feel with large-city amenities. From summer markets and street events to an active arts and culture community to year-round, world-class recreational opportunities, the Campbell River lifestyle is unparalleled. We are a 45-minute drive from the winter and summer activities of Mount Washington, and just minutes from more than 100 km of all levels of mountain biking and hiking trails, plus easy access to the ocean, rivers and lakes for sports fishing, kayaking, paddle boarding and whale watching.

The role – The Maintenance Coordinator is responsible for coordinating and scheduling preventative maintenance, minor renovation and repair works undertaken on the City's mixed use facility portfolio of over 40 residential, office, operations, utility, storage or recreational facilities and structures. This fast-paced position works under general direction from the Facilities Manager, administering independent judgement to oversee a wide variety of building portfolio functions including security/access control, video surveillance, HVAC/DDC, interior design, furniture replacement, and a comprehensive preventative maintenance program. Performs a wide variety of organizational and technical duties while providing support to the Facilities Manager in all areas associated with the operation and management of City corporate facility assets. Provides support to the Contractor Coordinator position in coordinating major construction projects.

Our ideal candidate will have:

- Grade 12 education or equivalent.
- Two (2) year diploma in Building Technology/Sciences or a related discipline from a recognized technical institute or college **OR** five (5) years of equivalent combination of education, training and experience in facility maintenance/management in a commercial, institutional, or government setting.
- Occupational First Aid Level 1
- Must possess and maintain a valid driver's license, and provide and maintain a clean driver's abstract, as per City policy.
- Minimum of five (5) years of experience in building or facility maintenance within the last ten (10) years with preference given to experience in a municipal setting.
- Minimum of three (3) years of project experience on construction or facilities related work within the last ten (10) years.
- Experience working with municipal consultants and general contractors.
- Emergency callouts may be required.

The rate of pay for this CUPE bargaining unit position is **\$36.06 per hour** based on a 40-hour work week and includes a comprehensive benefits package.

For information on this exciting opportunity and to view a detailed job description that lists all the duties and necessary qualifications for this position, please visit www.campbellriver.ca/employment

This posting closes on Sunday, May 12th, 2024

Please send your resume with covering letter, quoting **Competition EXT-24-042** to:



Email: careers@campbellriver.ca

Human Resources Department
City of Campbell River
301 St. Ann's Road
Campbell River, BC V9W 4C7

We thank all applicants, however, only those selected for interviews will be contacted.