



## BUILDING SERVICES SUPERVISOR Regular Full Time

### About Us

One of BC's Top Employers, the City of Coquitlam offers meaningful career opportunities to make a difference within the local community. As the sixth largest city in BC, we are home to more than 150,000 residents. Our diverse municipality is a great place to work as it continues to grow through innovative urban design, inspiring arts, culture and recreation programs, and state-of-the-art transportation systems. Our brand is built on managing our resources in a responsible and sustainable manner, while supporting a vibrant, growing regional urban centre. We envision a bright future in Coquitlam that we hope includes you!

### About You / What We Are Looking For

The City of Coquitlam is looking for a knowledgeable Building Services Supervisor with solid experience in building service operations. You should be able to work with minimal supervision and have the ability to plan, assign, and schedule building service staff and shift leaders to maintain high standards. Your role will include.

- Working with senior staff to define cleaning needs.
- Setting and meeting quality standards.
- Developing work assignments.
- Addressing performance issues where necessary.
- Train and on-board new staff.

Attention to safety is essential as you'll ensure everyone follows safety regulations.

You'll also work with both internal and external contacts and interact with the public in a tactful, courteous manner. Additionally, you'll assist in budget preparation, keep records and reports, and help manage supplies and equipment.

### Minimum Qualifications

- Grade 12 and completion of related building service worker training, plus considerable related experience, or an equivalent combination of training and experience.
- Class 5 Driver's License for the Province of BC.

### What We Offer:

This CUPE position has an hourly rate range of \$34.63 - \$40.73. The rate of pay is based on a variety of factors including qualifications, knowledge, experience and skills.

You will have the chance to join a rapidly growing and diverse team dedicated to supporting the local community, and be able to engage in variety of learning and development opportunities. Additionally, there is an opportunity to participate in an earned day off program. This position is based in Coquitlam. The City offers an attractive vacation and extended benefits package, including the ability to contribute to the Municipal Pension Plan.

### Accessibility / Equal Opportunity Employer

The City of Coquitlam is proud to be an Equal Opportunity Employer working towards enhancing equitable practices in our recruitment and retention processes. As an organization we are committed to creating an inclusive work environment to support our growing and diverse work force. To learn more about what equity, diversity, and inclusion means, and the City's efforts in support of these principles, please visit [coquitlam.ca/edi](http://coquitlam.ca/edi) for more information.

If at any time during the application or recruitment process you require additional assistance or an accommodation, please contact our team for confidential support. Staff can also provide in-person support if required.



Applicants under consideration may be required to undergo a police information check (with no adverse reports).

Good people make Coquitlam great, sign up for career alerts through our recruitment portal to stay up to date about opportunities within our team, or follow us on [LinkedIn](#) to learn more about how #YouCouldWorkHere too!

**Please apply online at [www.coquitlam.ca/careers](http://www.coquitlam.ca/careers) by 11:55 pm on November 24, 2024.**

*We thank all applicants for their interest; however, only those selected for an interview will be contacted.*