



*... a great place to live, work & play*

One of the sunniest regions in BC's Lower Mainland, Delta embraces three unique communities - Ladner, North Delta and Tsawwassen. The City of Delta is looking for dedicated individuals to join our team and share in our commitment to lead the way in public service excellence.

## ASSISTANT MANAGER, FACILITY OPERATIONS

This position is part of the Facilities and Major Projects Department and is responsible for providing leadership and support for the technical operations across the City's major recreation buildings. Reporting to the Facilities Manager the Assistant Manager, Facility Operations will oversee and manage the technical operations of Delta's major recreation facilities, including 5 ice arenas, 3 indoor pools and 2 seasonal outdoor pools. This position will work closely with the Assistant Manager, Facility Services to contribute to the long-term strategic planning for the Facilities division, aligning objectives with broader City initiatives.

### Duties include:

- Establish and maintain high standards of service delivery for facility operations
- Oversee staff recruitment and retention, provide mentorship, and facilitate ongoing training and development of a skilled staff team working in arena and aquatic operations
- Support performance management and labor relations, addressing workplace issues and ensuring compliance with HR policies
- Development of training programs for arena and aquatic operations staff, ensuring professional development and succession planning
- Development and review policies and procedures related to operations of arena and aquatic facilities
- Using superior organization skills to create and maintain annual work plans to achieve operational goals
- Participate in budget preparation, manage and monitor expenses, and allocate resources effectively and efficiently
- Consult and ensure compliance with outside regulatory agencies such as Technical Safety BC, WorkSafe BC, BC Building Code, and Public Health
- Administer contracts for outsourced services that relate to the operations of arena and aquatic facilities
- Oversee minor capital projects, ensuring proper execution and alignment with City policies and priorities
- Support the planning and implementation of facility shutdowns, including maintenance and facility equipment renewal
- Using proven problem-solving and decision-making skills, resolve challenges using up to date knowledge of arena and aquatic facility systems
- Ensure an accessible and safe environment for staff and patrons, implementing industry best practices
- Provide written and verbal reports using seasoned communication skills
- Foster effective working relationships with staff, the public, and other stakeholders
- Respond to public inquiries using seasoned communication skills
- Ability to work extended hours and/or non-standard working hours occasionally

### Education and Experience:

- University Degree in a relevant field such as Facility Management, Recreation Management, Project Management, Engineering, Business or Public Administration is desirable
- Refrigeration Operators Certificate or 4th Class Power Engineer
- Pool Operator – Level 2
- Minimum of 5 years of progressive supervisory experience in facility operations, preferably in a unionized environment
- Proven self-motivation with the willingness and ability to take independent action and accountability, in a fast-paced environment
- Consideration will be provided to those with an equivalent combination of training and experience
- A valid Class 5 BC driver's license is required

The City of Delta provides a competitive annual salary of \$99,050 - \$118,118 (commensurate with experience) and an excellent benefits package including Municipal Pension Plan. Interested applicants are invited to apply online complete with cover letter and resume outlining your relevant background and work experience at [www.delta.ca/employment](http://www.delta.ca/employment), quote competition #25-89 EX by **March 17, 2025**.

At the City of Delta, we are committed to recruiting and retaining a diverse workforce that is representative of our community, providing equal opportunity and fostering an inclusive workplace where our individual differences are recognized, valued and celebrated.

We thank all applicants for their interest; only those under consideration will be contacted. Preferred candidates will be required to submit a Police Information Check.