

Coordinator, Recreation Operations (Exempt)

Job Requisition	JR-2025-58 Coordinator, Recreation Operations (Exempt) (Open)
Job Family	Management
Start Date	2025-03-13
End Date	2025-04-11
Primary Posting	No
External Posting URL	https://vernon.wd10.myworkdayjobs.com/Vernon-Career_EXT/job/Kal-Tire-Place/Coordinator--Recreation-Operations--Exempt-_JR-2025-58
Description	Application Closing Date:

Apr 11, 2025

NOTE: Posting comes off at 12:00AM on the closing date, with the competition closing at 11:59pm the day prior.

Salary Range:

\$79,384.76 - \$93,393.83

Reporting to the Manager, Recreation Operations, the Coordinator plays a key role in supporting various aspects of ongoing operation and maintenance of recreation facilities, assist with developing, maintaining and implementing preventative maintenance schedules and procedure, coordinates a team of Recreation Operations operational staff and provides operational direction as required. The Coordinator, Recreation Operations contributes to the overall effectiveness and efficiency of the department by fostering a positive team culture, ensuring well-maintained facilities, and supporting the professional development of staff members.

The position hours of work vary and includes evenings, weekends, and holidays.

Duties Include:

- Supports the Manager, Recreation Operations, in overseeing the broader day-to-day operations and basic maintenance of recreation facilities and performing administrative duties as required
- Assists the Coordinator, Facilities Maintenance, in implementing and maintaining a preventative maintenance program to ensure the optimal condition of all equipment, systems, and facilities
- Strategically coordinates, assigns, trains, and schedules Recreation Operation staff and contractors to perform minor maintenance, routine inspections, event operations, and small projects such as ice conversions and pool shut down to ensure efficient facility operations and service delivery.
- Assists in the recruitment, orientation, assessment, development, evaluation, and supervision of the Recreation Operations staff
- Fosters a positive team culture that emphasizes collaboration, development, open communication, strong work ethic, and professional growth
- Serves as a point of contact for staff and customer inquiries, concerns, and feedback related to facility and event operations, and address them in a timely and professional manner and elevating concerns as needed.
- Ensures compliance with safety regulations, WorkSafeBC, Technical Safety BC, Interior Health, City and facility policies, and industry legislations
- Coordinates safety training and implements safety protocols to promote a safe work environment
- Maintains accurate records and documentation related to facility operations, maintenance activities, training records, staff certifications and qualifications, and staff performance to

ensure they possess the necessary skills, training, and knowledge to perform their roles effectively.

- Fosters a positive team culture that emphasizes collaboration, open communication, strong work ethic, and professional growth to support a cohesive and cooperative work environment within the Recreation Operations team.
- Assists in implementing and maintaining a preventative maintenance program to ensure the optimal condition of all equipment, systems, and facilities.
- Performs administrative duties such as managing correspondence, filing documents, maintaining records and logbooks, creating procedures for review and approval, and reviewing timesheets and leave requests for approval.
- Assists Manager, Recreation Operations with preparation of annual operating budgets and ensuring proper administration and control of expenditures related to facility operations, maintenance, and equipment.
- Required to be Acting Chief Engineer for all ammonia plants in absence of the Manager, Recreation Operations to ensure compliance with Technical Safety BC's requirements.
- Stay updated on industry trends, best practices, and regulations related to facility operations and maintenance to support sustainable operations.
- Performs other duties as assigned.
- All persons employed by the City of Vernon will be required to assist the City in providing emergency services. Duties assigned during an emergency may differ from regular duties.

Required Education and Experience:

- Diploma in Recreation Management, Business Administration, Public Administration, or a related field.
- Refrigeration Operators Certificate or higher.
- Minimum three (3) or more years' of with progressively responsible experience in operations coordination or a similar role, preferably in a recreation or facilities management setting and at least two (2) years' in a supervisory role in a unionized environment.
- Current valid BC Drivers' License.
- An equivalent combination of education and experience may be considered.

Required Knowledge, Skills and Abilities:

- Self motivated with strong organizational and time management skills.
- Strong interpersonal skills with a commitment to fostering positive teamwork environment and exceptional customer service.
- Exercises courtesy, professionalism, and diplomacy in addressing complex items and work collaboratively and independently with both internal and external customers, team members, and other departments.
- Knowledge of preventative maintenance practices and building management principles including, but not limited to, operation of plumbing, electrical, hydronic and air handling, and related building systems.
- Safety conscious with a demonstrated knowledge of WorkSafe, Technical Safety BC, Interior Health, and City of Vernon safety policies, procedures, and regulations.
- Considerable knowledge of the occupational hazards and safety precautions, operation, and maintenance of ice rinks, swimming pools, and other recreation facilities.
- Demonstrated ability to inspect the work of staff and sub-contractors for conformance to work plans and established standards.
- Demonstrated intermediate proficiency in Microsoft Office Suite or equivalent, computerized building automations, preventative maintenance systems. Familiarity with scheduling software or tools is an asset.
- Work a flexible schedule including early mornings, days, evenings, overnight, weekends,

and holidays to meet event and operational requirements.

- Ability to obtain and maintain an acceptable Police Information Check.

Preferred Knowledge, Skills and Abilities:

- Fourth Class Power Engineers Certificate of Qualification
- Pool Operator Level 2 Certificate
- Experience in a multiple recreation facilities environment
- Familiarity with Provincial legislation regarding the operations of arenas, swimming pools, and other recreation facilities.

To Apply:

Please submit your resume, quoting the appropriate competition online at vernon.ca/careers by selecting “apply” and creating a candidate profile. Internal applicants are asked to apply using their worker profile.

By making application, you are authorizing the City of Vernon to verify, through whatever means deemed appropriate, any information included in your applicant profile.

The City of Vernon wishes to thank all applicants; however, only those candidates selected for an interview will be contacted.

Worker Sub-Type	Permanent
Location	Kal Tire Place
Time Type	Full time
Locations	
Supervisory Organization	Recreation Operations