

Supervisor, Recreation Centre Facility (Regular)

Job Requisition JR-2025-99 Supervisor, Recreation Centre Facility (Regular) (Open)
Job Family CUPE
Start Date 2025-06-02
End Date 2025-06-17
Primary Posting No
External Posting URL https://vernon.wd10.myworkdayjobs.com/Vernon-Career_EXT/job/Recreation-Centre-Facility/Supervisor--Recreation-Centre-Facility--Regular-_JR-2025-99
Description Internal Closing Date:
Jun 10, 2025

External Closing Date:

Jun 17, 2025

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

Hourly Rate:

43.15

Scheduled Weekly Hours:

40

Reporting to the Manager, Recreation Operations and Coordinator, Recreation Operations, the Supervisor, Recreation Centre Facility, is responsible for the ongoing operation, maintenance, and cleaning of the Recreation Centre including the Aquatic Centre, fitness area, multi-purpose rooms, double gymnasium, and tenant spaces. This role oversees a small team of Facility Operators 1 to Facility Operators 4.

Duties Include:

- Leads, trains, schedules, and directs the activities of the Facility Operations staff.
- Organizes and prioritizes tasks, schedules, assignments, and procedures to ensure service delivery meets established standards of maintenance, cleanliness, and sanitation related to Aquatic environment.
- Oversees the annual maintenance shutdown of the aquatic facility including the project management and the coordination of staff and contractors.
- Supervises and supports the team and individuals to accomplish objectives.
- Performs maintenance and repairs on fitness equipment, multi-purpose rooms, and gymnasium facilities.
- Effectively communicates and exchanges information with staff both verbally and in writing, including recording and sharing information in log books.
- Serves as the primary contact between City of Vernon maintenance and fleet department staff and contractors for repair and renovation work.
- Delegates or performs required tasks based on work orders and service requests.
- Inspects recreation facility buildings and equipment and performs a variety of minor maintenance and repairs or recommends and coordinates the provision for major repair work to be completed.
- Monitors the building system and makes minor adjustments required to air and water temperatures.
- Adjusts and operates a variety of swimming pool equipment such as pumps, valves, chlorinators, heating units, filters, chlorine tanks, pipes, meters and motors.
- Tests and regulates water for proper chemical balance and back washes filters to ensure

that water purity and cleanliness meet established standards.

- Provides exceptional customer service to the public and user groups through effective communication and a willingness to assist in response to requests.
- Ensures compliance of policies with respect to facility usage and safety regulations for all users of the facilities.
- Meets with all facility user groups, including special event planners and contractors, to coordinate the set up and take down of event equipment and furniture.
- Participates in, and/or conducts safety meetings and crew talks, and ensures monthly facility and safety inspections are completed.
- Maintains MSDS and WHMIS records for all products used in the facility.
- Orders supplies, chemicals, tools, and equipment and maintains inventory system.
- Assists with and makes recommendations to Coordinator, Facility Operations, for the annual budget.
- Promotes and supports the City's culture of health, safety, well-being, and respect and ensures compliance with related policies and legislation to sustain a healthy and sustainable work environment. Reports risks and non-compliance issues to the Manager, Recreation Operations and Coordinator, Facility Operations.
- Provides input to the Coordinator, Facility Operations on the performance evaluation of staff.
- May perform the same duties as those they supervise.
- Performs other duties as required.
- 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:

- Minimum four years recent experience in a progressively responsible recreation and/or aquatics operations role, including of which at least two years have been in a supervisory or leadership capacity.
- Pool Operator's Certificate – Levels I & II.
- Completion Leadership and Supervisory Courses.
- Valid B.C. Driver's License
- Current WHMIS Certificate
- A combination of related education and experience may be considered.

Required Knowledge, Skills and Abilities:

- Excellent leadership skills including the ability to coach and develop employees to achieve success.
- Safety conscious with a demonstrated knowledge of WorkSafe BC, Technical Safety BC, and City of Vernon safety policies, procedures and regulations.
- Able to pre-plan, schedule, and direct work for daily operations and projects for staff and contractors.
- Strong project management and organizational skills with an emphasis on effectively prioritizing in a busy environment.
- Considerable knowledge of standard methods, materials, and equipment used in the operation, maintenance, and janitorial care of aquatic facilities.
- Mechanically inclined with a working knowledge of plumbing, carpentry, HVAC, mechanical, electrical systems and equipment applicable to the operation of an aquatic facility, and the ability to make minor repairs.
- Working knowledge of preventative maintenance and automated building programs.
- Ability to operate equipment such as auto scrubber, rotary buffer-polisher, steam cleaner, power washer, aquatic vacuum, and power tools.
- Solid working knowledge of MS Office programs and general office equipment.

- Ability to learn and use City software including, but not limited to, iCity and CityWorks.
- Possesses excellent customer relations skills.
- Effectively resolves minor problems and exercises diplomacy and tact when dealing with staff, contractors, and members of the public.
- Effectively communicates with others, verbally and written, to both obtain and provide accurate and relevant information.
- Self-disciplined and works well with minimum supervision.
- Ability to perform manual work and sustain the physical demands of the position.
- Shift work may be required occasionally including working evenings and weekends.
- Ability to obtain Refrigeration Safety Awareness (RSA) certificate.
- Able to obtain and maintain an acceptable Police Information Check and Vulnerable Sector Check.

Preferred Knowledge, Skills and Abilities:

- Recreation Facilities Management Diploma.
- Lift Truck Operator Certificate (formerly Fork Lift Operator Certificate).
- Considerable experience with preventative maintenance programs.
- Considerable experience using computer building automation systems.
- Emergency First Aid including CPR.

To Apply:

Please submit your resume, quoting the appropriate competition online at [vernon.ca/careers](https://www.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. Please note that we are unable to accept phone calls regarding application status.

Worker Sub-Type	Permanent
Location	Recreation Centre Facility
Time Type	Full time
Locations	
Supervisory Organization	Recreation Operations