

DEPARTMENT:	Parks and Recreation	STATUS:	Regular, Full Time
NO. OF POSITIONS:	Two	UNION:	CUPE, Local 387
HOURS OF WORK:	37.5 hours per week*	SALARY:	\$30.70 - \$36.09 per hour (2024 rates) + comprehensive benefits package

The City of New Westminster is seeking two knowledgeable, skilled and organized individuals to join our team in the role of Shift Lead – Facility Operations and Maintenance. As a Shift Lead - Facility Operations and Maintenance, you will work under the direction of the Facility Management Coordinator and will carry out duties common in large multipurpose facilities, oversee staff performing building and pool maintenance and janitorial work, and participate in these duties as required.

KEY RESPONSIBILITIES:

- Documenting the operation of various building systems and stationary equipment
- Staff supervision and leadership, including staff scheduling, organizing and leading staff meetings, conducting staff training, and participating in performance planning and reviews
- Performing pool maintenance including pool chemistry checks and backwashes and other minor maintenance duties
- Inspecting, repairing, maintaining, and operating a variety of swimming pool equipment
- Delegating and completing planned maintenance duties
- Maintaining inventory and ordering pool chemicals and cleaning supplies
- Receiving, assigning and completing work orders
- Participating in regular facility safety inspections
- Planning and carrying out major janitorial projects
- Assisting with the organization of annual facility shutdowns

WHY YOU SHOULD APPLY AND BENEFITS OF WORKING FOR US:

- You want to make a difference in the community and be a part of an inclusive, diverse and rewarding workplace
- You want to join a team that supports learning and growth, and wants to invest in your professional development and career growth
- You receive free staff membership for Parks and Recreation classes and facilities
- Employee Assistance Program with free access to counselling resources

GENERAL REQUIREMENTS:

- Completion Grade 12, supplemented by technical training related to the work plus some related experience including supervisory experience or an equivalent combination of training and experience deemed suitable by the employer.
- Pool Operator 1 & 2 certification is required.
- Completion of a recognized certification program in building services work.
- Standard First Aid or Occupational First Aid Level 1.
- Boiler Safety Awareness certification through Technical Safety British Columbia is an asset.
- Knowledge of methods, materials, tools and equipment used in the maintenance and repair of building system components and related installations.
- Working knowledge of swimming pool water filtration equipment and disinfection systems.
- Working knowledge of the materials, methods and equipment used in janitorial and building maintenance work.
- Ability to supervise the work of subordinates performing related work.
- Ability to operate and adjust equipment and automated control systems (DDC).
- Ability to maintain records and to prepare reports.
- Ability to deal courteously and effectively with the general public and users of the facilities to ensure observance of the rules and regulations.
- Working knowledge of MS Office software.
- You must be able to pass and maintain a clear Police Information Check.

*\*Hours of work will be Sunday – Thursday 6:30am – 3pm;  
OR Thursday – Saturday 6:30am – 3pm and Sunday – Monday 2pm – 10:30pm.*

What We Offer:

Work-life balance – 3 weeks of paid vacation and an optional compressed day off program  
Health and wellness – comprehensive benefits, plus other wellness-focused programs and benefits  
Retirement benefits – including municipal pension plan  
Career development – ongoing learning, leadership development, and education development program

Apply online with your **cover letter and resume in one document** at [www.newwestcity.ca/employment](http://www.newwestcity.ca/employment) by **June 30, 2025**.

*To support a workforce that reflects the diversity of our community; women, Indigenous Peoples, racialized individuals, persons of diverse sexual orientation, gender identity or expression (LGBTQ2S+), persons with disabilities, and others who may contribute to diversity of our workforce, are encouraged to express their interest.*

*New Westminster is on the unceded and unsundered land of the Halq'eméylem-speaking peoples.  
It is acknowledged by the City that colonialism has made invisible their histories and connections to the land.  
We are learning and building relationships with the people whose lands we are on.*

*We thank all applicants for their interest and advise that only those selected for an interview will be contacted.  
This position is only open to those legally entitled to work in Canada.*