



FACILITIES MANAGEMENT COORDINATOR

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

We are seeking a highly skilled and motivated individual to join our team as a Facilities Management Coordinator. Reporting to the Manager - Facilities, this role involves technical, inspectional, administrative, and supervisory responsibilities in coordinating a preventive maintenance and repair program for a diverse portfolio of Municipal buildings and ancillary equipment. The successful candidate will play a crucial role in ensuring our facilities' optimal condition and functional suitability, managing projects related to minor capital renovation, major asset replacement, and energy management.

Key Responsibilities:

- ✓ Coordinate preventive maintenance and repair programs for Municipal buildings, Recreation Facilities, and ancillary equipment.
- ✓ Oversee construction work for projects, including preparing project specifications, schedules, budgets, and related documents.
- ✓ Plan, assign, and supervise the work of a moderate-sized group of subordinates.
- ✓ Liaise with department representatives, facility managers, building services staff, and outside contractors.
- ✓ Exercise independent judgment in analyzing problems, selecting solutions, and making recommendations.
- ✓ Discuss policy and budget matters with superiors to align with departmental objectives.

Requirements:

- ✓ Thorough knowledge of building maintenance methods, materials, and equipment.
- ✓ Considerable knowledge of construction methods, materials, and costs for repair, renovation, and alteration projects.
- ✓ Familiarity with construction project and contract administration, as well as preparing specifications.
- ✓ Working knowledge of relevant bylaws, codes, regulations, and departmental policies.
- ✓ Ability to prepare preventive maintenance schedules, review and approve completed work, and manage budgets.
- ✓ Strong project management skills with the ability to coordinate municipal staff and outside contractors.
- ✓ Proficient in estimating material and labor costs, preparing specifications, and inspecting buildings for signs of deterioration.
- ✓ Excellent communication skills and the ability to establish and maintain effective relationships.

Minimum Qualifications

- ✓ Completion of Grade 12, supplemented by a two-year technical course in Building Technology.
- ✓ Additional courses in Facilities Management are desirable.
- ✓ Considerable related experience in building maintenance, including supervisory experience.
- ✓ Equivalent combination of education and experience will be considered.
- ✓ Driver's License for the Province of British Columbia.
- ✓ A Red Seal trades certification would be considered an asset.

What We Offer:

This CUPE position has an hourly rate range of \$47.67 - \$56.34 per hour. 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. 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 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 by 11:55 pm on July 13, 2025.

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