

Coordinator, Facilities Maintenance (Exempt)

Job Requisition	JR-2025-131 Coordinator, Facilities Maintenance (Exempt) (Open)
Job Family	Management
Start Date	2025-07-17
End Date	2025-08-18
Primary Posting	No
External Posting URL	https://vernon.wd10.myworkdayjobs.com/Vernon-Career_EXT/job/Kal-Tire-Place/Coordinator--Facilities-Maintenance--Exempt-JR-2025-131
Description	Application Closing Date:

Aug 18, 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, Facilities Maintenance plays a key role in supporting various aspects of ongoing operation and maintenance of recreation facilities, with developing, maintaining and implementing preventative maintenance schedules and procedure, coordinates a team of Recreation Operations maintenance staff and provides direction as required. The Coordinator, Facility Maintenance 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 regular, preventative, and reactive maintenance of recreation facilities to maintain efficient and effective service level standards.
- Coordinates, assigns, trains, and schedules Recreation Operation maintenance staff and contractors to perform maintenance, routine inspections, and small projects such as pool shut down or critical annual major maintenance to ensure efficient facility operations.
- Assists in the implementation of learning and development initiatives, including safety programs, training workshops and skill-building programs, and collaborate with Manager, Recreation Operations to identify training needs and develop strategies to enhance team performance
- Serves as a point of contact for staff and customer inquiries, concerns, and feedback related to facility maintenance, 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 and promote a safe work environment, including conducting safety training and implementing safety protocols.
- Maintains accurate records and documentation related to facility maintenance, 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 in the recruitment and orientation for Recreation Operations staffing.
- 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.
- Fourth Class Power Engineering Certificate OR trades certificate in related field.
- Minimum three (3) or more years' of with progressively responsible experience in facility maintenance, contract management, or a similar role, preferably in a recreation or facilities management setting. Of which, at least two (2) years' have been in a supervisory or leadership role
- Valid Class 5 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:

- Pool Operator Level 2 Certificate
- Experience in a multiple recreation facilities environment or contract management
- 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](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.

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