



**District of Taylor
Employment Opportunity**

**Facility Maintenance Lead Hand
(Full-time Position)**

Taylor is one of the fastest-growing communities in the Peace River region. Abundant recreational opportunities abound within District facilities and in natural settings of the surrounding area. A comprehensive benefits package supports the Council's philosophy of "Safety, Family, Work."

Reporting to the Manager, Parks and Facilities, the Lead Hand is responsible for the direct supervision of the Facilities' team and the general supervision of ice and ice plant maintenance and monitoring, special project management, janitorial tasks, lawn and grounds care and other related miscellaneous duties in support of the Manager, Parks and Facilities. The applicant should have:

- Grade 12 diploma or equivalent
- Refrigeration Operator Certificate
- Pool Operator Level 2 Certificate
- Occupational First Aid Level 1 Certificate
- Progressive leadership experience, particularly in prioritizing, scheduling, delegating, and reviewing work
- 3-5 years' experience in Facility Maintenance, particularly in ice plants
- Playground Inspector Certification
- 4th Class Power Engineering Certificate would be considered an asset
- Pesticide Applicator Certificate would be considered an asset
- Other combinations of education and experience may be considered

Due to the nature of the service offerings (ice rink, pool maintenance, etc.), and reflective of recreation programs and/or services, this position is required to work various shifts including evening, weekends, and some Statutory Holidays. On call rotational coverage is also requirement to deal with off hour emergencies. For the complete job description and more information about Taylor, BC, please visit www.districtoftaylor.com/careers/

The position is full time at 40 hours per week. The compensation range is \$33.96 - \$39.90 per hour and is supplemented with an exceptional benefit package. Compensation will be based on a combination of the successful applicant's education and experience.

With your resume, please provide your references, current driver's abstract, copies of all certificates, and a cover letter that articulates how you meet the qualifications provided in the job description. Submissions will be received until **Sunday, September 7, 2025, at 4:30 p.m. local time.**

Please address your application to:

Attn: Recruitment

Box 300

Taylor, BC V0C 2K0

Email: recruitment@districtoftaylor.com

Fax: (250) 789-3543

While the District appreciates all applicants, only those short-listed will be contacted.



DISTRICT OF TAYLOR

Facility Maintenance Lead Hand

Job Description

Title: Facility Maintenance Lead Hand

Date: August 19, 2025

Department: Parks and Facilities

Job Category: People Leader

Reports To: Manager, Parks and Facilities

Position Number:

Interacts With: Parks and Facilities staff,
Community Services staff Public Works Staff,
and public

Grade Assignment: 9

General Summary:

This position is responsible for District Ice Centre ice plant operations as well as facility maintenance and seasonal grounds keeping services across various locations within the District of Taylor. The Lead Hand is responsible for the direct supervision of the Facilities team and, the general supervision of ice and ice plant maintenance and monitoring, special project management, janitorial tasks, lawn and grounds care and other related miscellaneous duties in support of the Manager, Parks and Facilities.

Primary Duties and Responsibilities:

General:

- Provides guidance, support, coaching, mentoring, and ethical leadership to all employees and volunteers while supporting and reinforcing the District of Taylor vision, mission, policies, programs and guidelines
- Responsible for initiating and leading recruitment, utilizing effective performance management strategies, employee development, and implementing succession planning activities for area of influence
- Understands and consistently applies legal requirements, operational regulations, policies, procedures, programs, and bylaws
- Responsible to engage in and support the appropriate, accurate, timely, and transparent communication flow with employees and stakeholders (both internally and externally) to ensure accurate information is shared on an ongoing basis
- Ensures the ongoing commitment to providing exemplary community service support through the respectful, professional interactions between departmental employees and community members
- Provides absence relief coverage for Manager, Parks and Facilities role as required

Health and Safety:

- Ensures all employees, volunteers, and visitors to the department are provided with a safe and healthy workplace consistent with District of Taylor policies, standards and initiatives
- Ensures Work Safe requirements are understood and followed during Facility Maintenance activities
- Responsible for the proper maintenance and safety of tools and equipment by cleaning and checking tools and equipment after use and reporting major defects
- Ensures emergency procedures and protocols are known, understood, and properly activated when required
- Complies with the recreational departments safety programs to ensure that WCB and other legislative requirements are met

Facility Maintenance

- Responsible to supervise, assign and ensure the execution of work within the Parks and Facilities department, including routine, planned, unplanned, and emergency activities
- Organises and schedules employees in department to ensure adequate coverage of duties and appropriate maintenance of facilities
- Ensures the completion of daily maintenance checks on all assigned facilities and regular safety checks on all equipment
- Maintains the cleanliness of the recreational facilities assigned
- Performs minor repairs to the buildings and equipment (including but limited to, plumbing, carpentry, electrical and painting)
- Assists with the installation of the ice and ongoing maintenance of the ice surface
- Assists with the maintenance of the pool filtration and chemistry systems
- Maintains the logbooks as required
- Operates and maintains summer grass cutting equipment
- Monitors Refrigeration Plant and performs regular maintenance as scheduled and required
- Ensures regular maintenance, inspection and general safety of all playground equipment and associated facilities
- May be required to act as Chief Engineer of the District Ice Centre Refrigeration Plant

Parks

- Manages the scheduling of maintenance and care of greenspace and park areas within the District of Taylor
- Responsible for assigned seasonal labourer team, ensuring appropriate supervision, performance management, training, and proper vegetation management rotation
- Ensure inspection schedule and maintenance program for all playgrounds are in place and monitored
- Maintain schedule and assignment of resources for cemetery maintenance and care

Requirements and Qualifications:**Education and Experience:**

- Grade 12 diploma or equivalent
- Refrigeration Operator Certificate
- Pool Operator Level 2 Certificate
- Occupational First Aid Level 1 Certificate
- Progressive leadership experience, particularly in prioritizing, scheduling, delegating, and reviewing work

- 3-5 years' experience in Facility Maintenance, particularly in ice plants
- Playground Inspector Certification
- 4th Class Power Engineering Certificate would be considered an asset
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- Other combinations of education and experience may be considered

Knowledge, Skills, and Abilities:

- Capable of performing minor maintenance and repairs on heavy and light equipment used as part of daily operations
- Excellent knowledge of Technical Safety BC, BCRPA, WorkSafeBC requirements and other safety standards related to Parks and Facilities activities
- Ability to exercise sound judgement in the interpretation and applications of all related regulations, policies, and procedures
- Well developed verbal and written communication skills
- Ability to establish and maintain effective working relationships with employees, contractors, community groups, the general public and various other external contacts as required
- Excellent knowledge of the programs offered by the Community Services Department programs and can answer general inquiries as needed
- Self-motivated, ability to work with limited supervision and direction
- Well developed interpersonal and conflict resolution skills with the ability to de-escalate conflict situations as they arise
- Excellent mediation skills with the ability to resolve disputes between individuals in a positive, problem-solving manner
- Excellent organizational skills
- Proficient computer skills with experience in MS Office products (Word, Excel)
- Previous janitorial experience
- Understanding of WHMIS principles
- Working knowledge of safe use in mixing and application of chemicals and other commercial cleaning products and supplies
- Strong attention to detail

Other Requirements:

- Completion of a Criminal Record Check
- Valid BC Driver's License
- Legally entitled to work in Canada

Working Conditions (environmental conditions, physical demands, travel, etc.):

- Due to the nature of the service offerings (ice rink, pool maintenance, etc.) and reflective of recreation programs and/or services, the schedule requires working various shifts including evening, weekends, and some Statutory Holidays.
- Acts in an "on-call" capacity on a rotational basis with other maintenance workers to deal with emergencies during off hours
- Performs physical labour and must have sufficient physical strength, stamina and coordination to permit the performance of medium to heavy manual indoor and outdoor work in all weather conditions