
Building Maintenance Supervisor

DEPARTMENT:	Parks & Recreation	STATUS:	Full Time
NO. OF POSITIONS:	One	UNION:	CUPE, Local 387
HOURS OF WORK:	40 hours per week*	SALARY:	\$37.54 to \$44.22 per hour (2024 rates) + comprehensive benefits package

As a central hub in the Metro Vancouver area, the City of New Westminster delivers a broad spectrum of urban services to over 85,000 residents. New Westminster is rich in history with a viable and thriving economy and has a population representative of the diversity of the region. The City is staffed by talented and dedicated employees who work together to achieve its strategic vision. We have earned a proud reputation for civic leadership, service delivery, and outstanding employee relations.

The City of New Westminster is seeking a knowledgeable, skilled and organized individual to join our team in the role of Building Maintenance Supervisor. As a Building Maintenance Supervisor, you will work under the direction of the Manager Recreation Services and Facilities and will perform semi-skilled technical work along with coordinating janitorial, building and mechanical maintenance services in Arenas, Sportsplex, Queen’s Park Stadium and Centennial Lodge.

KEY RESPONSIBILITIES:

- Staff supervision and leadership, including staff scheduling, organizing and leading staff meetings, conducting staff training, and participating in performance planning and reviews
- Liaises with contract services for such work as refrigeration, floor maintenance, plumbing, roof, etc.
- Inspecting, repairing, maintaining, and operating a variety of facility equipment
- Delegating and completing planned maintenance duties
- Maintaining inventory and ordering supplies as needed
- Receiving, assigning and completing work orders
- Participating in regular facility safety inspections
- Establishes and implements preventative maintenance programs
- Maintains and monitors computerized mechanical control systems relative to heating, ventilating, refrigeration and air conditioning equipment and related support systems
- Prepares and maintains a variety of records and reports related to the work
- Performs a variety of minor plumbing, electrical, painting and carpentry maintenance and repair tasks

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.
- Refrigeration Operator (TSBC) 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 refrigeration plant and ice making equipment.
- 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.
- Ability to work some evenings and weekends as operationally required
- Working knowledge of MS Office software.
- You must be able to pass and maintain a clear Police Information Check – Vulnerable Sector.

****Hours of work will be Monday to Friday 7:30am – 4:30pm***

We offer our employees great work-life balance, competitive salaries, comprehensive health, benefit and retirement plans (a percentage in lieu of benefits for auxiliary positions), education and training opportunities and challenging and rewarding work.

Apply online with your resume and cover letter in one document at www.newwestcity.ca/employment by November 3, 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.*