
Arena Maintenance Supervisor

DEPARTMENT:	Parks and Recreation	STATUS:	Regular Full-Time
NO. OF POSITIONS:	One	UNION:	CUPE, Local 387
HOURS OF WORK:	40 hours per week	SALARY:	\$33.24 to \$39.14 per hour (2024 rates) + comprehensive benefits package

As a central hub in the Metro Vancouver area, the City of New Westminister delivers a broad spectrum of urban services to over 85,000 residents. New Westminister 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 Parks and Recreation Department is seeking an energetic and community minded Arena Maintenance Supervisor. This role includes supervisory operational and technical work performed in an ice arena. Considerable independent judgement and action are exercised in initiating and undertaking technical work and in directing the work of subordinates. Work performance is reviewed by a superior for effectiveness of services provided and conformance to established practices and procedures.

Duties and Responsibilities:

- Plans, schedules, assigns, checks, supervises and participates in the work of subordinates engaged in building and equipment maintenance, refrigeration and ice making tasks and skate shop duties; provides training to new employees.
- Performs a variety of routine operational maintenance and minor repair work relative to heating, ventilating, air conditioning and ice making equipment and related support systems; checks system component operation; lubricates and cleans equipment; makes necessary adjustments and/or repairs to various components such as electric pumps and related equipment; monitors equipment operation and informs a superior of potential major problems or deficiencies.
- Performs a variety of minor plumbing, painting and carpentry repairs such as changing washers, building shelves and touch-up painting.
- Coordinates and oversees the maintenance and repair of facilities and equipment; carries out preventative maintenance programs and recommends changes to procedures.
- Assists a superior in preparing and monitoring the maintenance budget; obtains contractor quotes for maintenance projects and monitors budget for specific projects; orders and maintains janitorial and facility maintenance supplies.
- Establishes and maintains effective working relationships with a variety of internal and external contacts, including staff, contractors, the public, and user and community groups.
- Prepares and maintains a variety of records related to maintenance and skate shop operations.
- In the absence of a superior, assumes operational and security responsibility for the facility.
- Performs related work as required.

If the following characteristics and skills describe you, we want to meet you:

- Completion of Grade 12 supplemented by completion of technical courses in ice making and refrigeration (Refrigeration Operator Certificate), plus sound related experience, or an equivalent combination of training and experience.
- Considerable knowledge of the methods, materials, tools and equipment used in building service and maintenance work.
- Considerable knowledge of the methods, materials and equipment used in ice making and refrigeration operations.
- Considerable knowledge of the functions and operations of building fixtures and ancillary stationary and mobile equipment.
- Ability to coordinate and schedule the provision of building, equipment maintenance and janitorial services, ice making and skate shop operations, and to maintain preventive maintenance programs.
- Ability to plan, schedule, assign, check, supervise and participate in the work of subordinates engaged in building, equipment maintenance, janitorial and skate shop tasks, and to provide training to same.
- Ability to assist a superior in preparing budget estimates.
- Ability to order supplies required in the work and to maintain inventories.
- Ability to establish and maintain effective working relationships with a variety of internal and external contacts, including staff, contractors, the public, and user and community groups.
- Ability to prepare and maintain records related to the work.
- Ability to assume responsibility for the facility in the absence of a superior.
- Skill in the use and care of equipment and tools used in the work.
- You have a valid Class 5 BC Driver's License with a safe driving record.
- You have a valid First Aid and CPR Certificate.
- You have the ability to pass and maintain a clear Police Information Check.

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.

Please apply with your cover letter and resume in one document. Join a team of enthusiastic and innovative employees, and help us build a vibrant, compassionate, resilient city where everyone can thrive.

Apply online with your resume and cover letter in one document at www.newwestcity.ca/employment by December 19, 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.*