

## **Building Maintenance Operator III**

**Full Time – Monday to Friday 40.5 hrs/week**

**Wage Range - \$38.87 - \$46.42 per hour**

The Town of Sylvan Lake is a thriving, connected lakeside community where career opportunity meets an exceptional quality of life. Located just 15 minutes from Red Deer and within easy reach of both Calgary and Edmonton, Sylvan Lake offers the amenities of a larger centre with the warmth and balance of a smaller community. From the beautiful lakeshore, beach, and waterfront park to year-round recreation, local events, and festivals, this is a place where you can genuinely enjoy where you work and live - all within walking distance.

At the Town of Sylvan Lake, we are proud of the positive, collaborative culture we continue to build. Our team is guided by integrity, accountability, engagement, innovation, diversity, and inclusion, and we are committed to creating a respectful, supportive workplace where people feel valued and empowered to do meaningful work. If you are looking to bring your expertise to an organization that invests in its people and contributes directly to a vibrant, growing community, apply now!

### **SUMMARY OF FUNCTION:**

The Building Maintenance Operator III is responsible for carrying out duties related to the safe and reliable repairs and maintenance of all Town-owned buildings.

### **KEY DUTIES AND RESPONSIBILITIES:**

1. **Electrical Systems Maintenance** — Inspect, troubleshoot, repair, and maintain electrical distribution systems, lighting, controls, panels, motors, and emergency power systems in accordance with code.
2. **Preventative Maintenance** — Perform scheduled inspections and servicing of HVAC, plumbing, life-safety systems, structural components, and building envelopes.
3. **General Building Repairs** — Complete carpentry, minor plumbing, painting, hardware replacement, and fixture repairs across municipal facilities.
4. **Asset Management Support** — Document asset condition, track work orders, update maintenance logs, and support lifecycle planning.
5. **Facility Operations** — Monitor building automation systems, energy use, and equipment performance; identify inefficiencies and recommend improvements.
6. **Emergency Response** — Respond to urgent maintenance issues, alarms, and after-hours callouts when required to ensure public and staff safety.
7. **Contractor Coordination** — Assist with overseeing external trades, ensuring work meets municipal standards and safety requirements.
8. **Health & Safety Compliance** — Understand and adhere to all employer responsibilities as outlined in The Town's Human Resources and Health and Safety Policies including lock-out/tag-out procedures, and safe-work practices.

Profit from work-life

# balance

## TRAINING, SKILLS, AND ABILITIES REQUIREMENTS:

- High school diploma or equivalent
- Journeyman Electrician Certification
- Building Operator Certification (BOC) considered an asset
- 3 years experience maintaining and troubleshooting electrical systems in commercial, institutional or municipal facilities
- Experience with (BAS) Building Maintenance Automation Systems, HVAC, emergency power systems, CMMS (Computerized Maintenance Systems) and general knowledge of plumbing, life-safety and automation systems
- Experience with preventive maintenance programs, asset management practices and coordinating contractors and service providers
- Ability to read and interpret technical drawings and schematics.
- WHMIS Certification
- Fall protection Certification is an asset
- Elevated Work Platform (Aerial Lift) Certification is an asset
- Confined Space Entry Certification is an asset.
- A valid Class 5 driver's license as deemed acceptable by The Town
- Standard First Aid (C Intermediate)
- RCMP Based Criminal Record Check as deemed acceptable by The Town

To be successful in this role, candidates will need to be physically fit for laborious work outdoors, able to lift up to 50 lbs, be detail oriented, safety minded, with proven customer service abilities and a positive team oriented attitude.

In addition to having a fantastic community culture and work life balance, the Town of Sylvan Lake offers training and development opportunities, competitive rates and a tremendous benefit package that includes:

- Health, Dental, Life and Disability - 100% coverage paid for by the Town
- Defined Benefit Pension Plan (LAPP – Local Authorities Pension Plan)
- Wellness Program – Wellness spending, paid wellness time and sick time
- Flexible Schedules – Earned Day Off Program

To apply please send your resume and cover letter to [employment@sylvanlake.ca](mailto:employment@sylvanlake.ca). Applications will be accepted until June 8, 2026.



*The Town of Sylvan Lake is an equal opportunity employer and strongly supports diversity in the workplace; all candidates who are authorized to work in Canada and meet the qualifications are welcome to apply. We thank all applicants for their interest in this position; however only those candidates who are selected for an interview will be contacted.*