



FACILITIES MAINTENANCE OPERATOR

West Kelowna is a thriving city that has a rural sophistication appeal and is a haven for outdoor recreation. Sun-soaked lakeshores, agricultural charm, and access to urban jobs and living have made West Kelowna the place to be. We maintain a deep connection with our agricultural roots, and we celebrate the one-of-a-kind character of our community.

What We Offer:

Improved vacation package, 3 weeks prorated in 1st year/4 weeks vacation at 2 years, competitive salaries, excellent benefits, numerous employee wellness incentives, an earned time off program and professional development opportunities. Build your future with a City who was proudly presented the BC Municipal Safety Association Organizational Safety Excellence Award for leadership, dedication, and diligence in creating a safer and healthier workplace.

Summarized Position Responsibilities:

The Facilities Maintenance Operator is responsible for performing a wide range of building maintenance, repair, and operational tasks across all City of West Kelowna facilities. This includes carrying out general maintenance and work order requests in accordance with City policies and preventative maintenance programs, and ensuring all work complies with applicable codes and legislative requirements such as the BC Building and Fire Codes, Technical Safety BC, WorkSafeBC, and Interior Health standards. The role involves operating various tools to complete skilled repairs and renovations, performing preventative maintenance on HVAC systems, troubleshooting issues, and coordinating contractors for more complex repairs. The Operator also maintains detailed records, monitors risk management practices, orders and tracks supplies, gathers invoices and quotes, and assists with budgeting for projects. Additional duties include supporting arena operations, event setups, and conversions, identifying and mitigating hazards, safely handling chemicals and gases, and conducting regular facility inspections to ensure compliance with safety and maintenance standards. The position requires maintaining effective working relationships, training and supporting junior staff, assisting with onboarding new team members, and performing related duties as assigned while adhering to Occupational Health and Safety regulations.

Our Ideal Candidate:

Required Qualifications:

- Provincially certified 4th Class Power Engineer or a Refrigeration Operator Certificate (RO) and recognized building maintenance certificate (BOMI Canada or Equivalent)
- 2 years of related experience
- Ability to obtain and maintain a Police Information Check
- Ability to apply to obtain an Enhanced RCMP Security Clearance
- Basic First Aid, WHMIS 2015, Forklift, Scissor Lift, Ladder Training, Fall Protection, Lock Out/Tag Out, Confined Space Entry, Asbestos Training
- Class 5 BC Driver's License

Preferred Qualifications:

- Level II Pool Operator Certificate
- Chlorine Handlers Ticket
- Backflow Inspection Ticket
- Arena Ice Makers Certificate
- Arena Operating Experience



Knowledge, Skills and Abilities

- Demonstrated computer skills in Microsoft Office
- Knowledge of HVAC systems and related controls, pumps, fire systems, ammonia refrigeration equipment and controls
- Hazard and safety awareness when working around confined space, ammonia, chlorine, pressure vessels, asbestos, mechanical equipment, electrical equipment, heights, ladders, fall protection, chemicals, noise, heat and cold environments
- Good physical condition with sufficient strength and stamina to perform manual work
- Knowledge of facility operation and maintenance standards and procedures
- Working knowledge of ice resurfacing and arena refrigeration plant operations
- Knowledge of fire alarms, fire extinguishers, firefighting methods, emergency crowd control, and building evacuation
- Knowledge of WHMIS, janitorial practices, including safe and proper handling of waxes, cleaners and other chemicals used
- Ability to perform minor building and equipment maintenance tasks
- Ability to exercise courtesy, tact and diplomacy in exchange of routine information with members of the public
- Good organizational skills, with the ability to plan and prioritize effectively
- Excellent communication skills – both verbal and written
- Must be a self-motivator and able to work efficiently with minimal supervision
- Ability to work flexible hours, including emergency call outs, and taking part in the after-hours on-call roster

Applications are accepted online at westkelownacity.ca/jobs. We thank all applicants for their interest; however, only those selected for further consideration will be contacted. We will be contacting applicants who meet our requirements as applications are received and this posting may close ahead of the official closing date if a successful candidate is identified.

Competition No. 26-42E | Opens September 24, 2026 | Closes October 26, 2026

Full Time – Permanent | 40 hrs/wk | \$40.32/hr

Benefits | Municipal Pension Plan | 4 weeks vac at 2 years