



Recreation Facilities Coordinator (Exempt)

Competition #: 47-COV-17

Closing Date: June 5, 2017

Reporting to the Director, Recreation Services, this position is responsible for the major maintenance and repair of all Recreation buildings and properties owned or leased by the City and provides project management for major maintenance and capital projects. The incumbent oversees staff and contractor services at various City recreation facilities, buildings, grounds and parking areas.

Duties:

- Develops and implements preventive maintenance schedules of building systems including HVAC, plumbing, electrical, building alarm and security systems, grounds landscaping and parking lot maintenance.
- Develops and implements life-cycle programs to maximize resources available from operating and capital budgets in order to optimize useful life of the building asset.
- Prepares and maintains preventive maintenance records, service contracts, equipment inventory records and work orders.
- Recommends energy saving strategies to the Director, Recreation Services and/or the Manager, Building Services.
- Provides project management for major maintenance and capital projects.
- Inspects buildings during the course of construction, renovation and repair to ensure conformity with approved plans and applicable bylaw requirements and recognized regulations; records and addresses maintenance concerns encountered.
- Performs inspections of Recreation sites on a regular basis and completes facilities and Recreation Program risk assessments; minimizes any and all hazards associated with facilities usage and programming.
- Prepares progress reports, capital and renovation permit applications, and related documentation related to maintenance and construction.
- Responsible for managing operating costs for Recreation Facilities and preparing detailed reports.
- Recommends to the Director, Recreation Services, provisional, annual and major maintenance budget estimates for facility services and for contracted maintenance activities, supplies and utilities, and upon approval, ensures expenditures are within approved limits.
- Monitors and evaluates work performed by contractors and other service providers.
- Oversees Supervisor of Maintenance and a small crew of Custodians at the Recreation Centre.
- Manages performance, including conducting annual performance appraisals for designated staff.

- Manages and oversees the security alarm systems for all Recreation buildings.
- Ensures all building safety systems including fire alarm and emergency lighting systems are inspected and maintained as required by recognized regulations.
- Works with community groups and other City departments for the planning and construction of new Recreation facilities.
- Performs other related duties as assigned.
- All persons employed by the City of Vernon will be required to assist the City in providing emergency services. Duties assigned during an emergency may differ from regular duties.

Required Education, Certificates And Experience:

- Grade 12 Diploma.
- Diploma in Recreation Facility Management or related field.
- Minimum 5 years' progressively responsible experience in facilities management and preventative maintenance programs, including 2 years in a supervisory capacity.
- Experience with preventative maintenance software.
- Proven project management experience.
- Valid BC Class 5 Drivers' License, Class 5 with an acceptable driving record.
- An equivalent combination of education and experience may be considered.

Required Knowledge, Skills And Abilities:

- Working knowledge of Work Safe BC regulations.
- Knowledge of the occupational hazards and safety precautions applicable to ice rinks, swimming pools and other recreation and cultural facilities.
- Working knowledge recognized construction codes and regulations including BC Building Code, Electrical Code and Refrigeration Code.
- Familiarity with Provincial legislation regarding the operations of arenas, swimming pools and other recreation and cultural facilities as may be required.
- Interest and enthusiasm related to energy efficiency.
- Ability to manage major maintenance and capital projects from concept to completion.
- Considerable knowledge and experience in the operation of a computer, related software and general office equipment.
- Thorough knowledge of building management including the operation of plumbing systems, electrical systems, Hydronic and air handling systems, and related building systems.
- Able to prepare accurate estimates for construction and repair projects and to interpret blueprints, schematics and construction drawings.
- Able to engage effectively with suppliers in the procurement of construction materials and display confidence with outside service providers engaged in building maintenance work.
- Able to inspect work for conformance to work plans, and established standards and to supervise the work of others, including sub-contractors.
- Excellent verbal communication and presentation skills.
- Able to interact well with others; deal tactfully with staff, project stakeholders and the general public.
- Able to provide an acceptable criminal record check.

Preferred Education And Experience:

- Level I Certification by the Building Officials Association of BC.
- Pool Operators Certificates Level 1 & 2.
- Valid 5th Class Power Engineer with Refrigeration Endorsement.
- Construction experience

Preferred Knowledge, Skills And Abilities:

- Knowledge in the operation of Direct Digital Controls (DDC) of building systems.
- Familiarity with energy efficient technologies.

TO APPLY:

Please submit your resume, quoting the appropriate competition number to: Human Resources, City of Vernon, using **one** of the following methods:

- Online at www.vernon.ca (In MS Word or PDF Format) or
- By Fax: (250) 550-3251

Internal applicants are asked to complete the on-line *Application for Internal Posting* form located on Jostle and forward this along with a resume.

By making application, you are authorizing the City of Vernon to verify, through whatever means deemed appropriate, any information included in your applicant profile.

The City of Vernon wishes to thank all applicants; however, only those candidates selected for an interview will be contacted.