

FACILITY SERVICES ASSISTANT COORDINATOR

REPORTS TO: Facility Services Coordinator**DATE:** Dec 2021**APPROVED BY:****EXEMPT (Y/N):** No**DIVISION:** Facility Services**SALARY LEVEL:** Grid 1, Band 12**DEPARTMENT:** Community Services***Replaces:*** *Fac Serv Assist Coord****Date:*** *Nov 2020*

SUMMARY: Working within a community development philosophy, and reporting to the Facility Services Coordinator, the Facility Services Assistant Coordinator assists in sharing information, reviewing performance, and providing work guidance to trades, ice maintenance and custodial staff engaged in operation, maintenance and cleaning of ice arenas, pools and community centres. These facilities operate with refrigeration, HVAC, filtration, plumbing, mechanical, electrical and structural systems and the Assistant Coordinator maintains technical knowledge in various trades which in turns allows to assist in quality control of the section and checks and evaluates the work to ensure required results are achieved.

KEY RESPONSIBILITIES *include:*

1. To assist in coordinating, implementing and monitoring the preventative maintenance program and schedule, and conduct preventative maintenance when required.
2. To ensure quality control within facilities through the utilization of judgment or procedures to address complex problems, or to refer to the Coordinator as required, including assisting in performing and/or reviewing pre-work and progress inspections.
3. To assist in developing budgets for Facility Services and to assist in creating or developing draft budgets based on direction from Facility Services Coordinator.
4. To act as project lead for minor capital projects, which includes preparing estimates, project scopes, working with purchasing in the creation of tender documents and assist in evaluating contractors by reviewing and commenting on submissions, and, as required, assist Facility Service Coordinator in major capital projects.
5. To plan, schedule and assign work to staff in this service area, in line with priorities established by Facility Services Coordinator.
6. To frequently assist the Facility Services Coordinator to ensure multiple classifications at multiple locations are aware of and adhere to policies and procedures, and to monitor work and assist the Coordinator in leading performance engagement program (PEP) meetings.
7. To provide work guidance and assist Operators, arena workers and occasionally supervisors to prepare inspection and work reports and records on maintenance and condition facilities and assets such as tools, vehicles and equipment.
8. To act as Chief Engineer for the Gibsons & Area Community Centre (GACC), ensuring all regulatory requirements are met with the various authorities.
9. To maintain up to date knowledge of and ensure compliance with SCRD policies, bylaws, and the Workers' Compensation Act and OHS Regulations to promote safe work practices and procedures.

TYPICAL ACTIVITIES *include:*

1. Performs preventative maintenance program updates based ongoing changes to operational requirements based on parameters and guidelines from Facility Services Coordinator (FSC).

2. Conducts bi-annual facility worksite safety inspections and assists in the production of records for various government agents for their inspections such as Boiler and Pressure Vessel Branch, Fire Department, Municipal Building Inspection Branch and the Department of Health and Safety Branch.
3. Provides direct supervision to on-site staff as needed, and occasionally guides work of other staff at other locations to ensure assignments are addressed, work orders are processed, and associated documentation is completed.
4. Assists in the creation and implementation of staff schedules and conducts daily & weekly staff scheduling based on facility usage in addition to processing payroll data entries in conjunction with the Facility Services Coordinator.
5. Maintains training programs and provides training to all staff as required.
6. Performs emergency repairs as needed, directs on-site facilities staff and contractors on occasion, monitors work progress, and assists in daily operations as required.
7. Opens and closes facilities, provides security as required, ensures patrons and staff safety needs are addressed in emergency situations, assists in the creation, implementation, training, drills, and maintenance of Facility safety related programs and procedures.
8. Installs ice and operates refrigeration plant, ice re-surfacer and edger to maintain ice surface in accordance with established procedures.

QUALIFICATIONS, EDUCATION AND EXPERIENCE

- Completion of Grade Twelve (12) or equivalent.
- Pool Operator Level II certificate supplemented by 5th Class Refrigeration Operator Certification.
- Completion of post-secondary education, from a recognized post-secondary institution, in building or facility maintenance preferred.
- Minimum of three (3) years' experience in recreation and facility operations and maintenance, including supervisory experience in a unionized environment.
- Consideration may be given to an equivalent combination of education and experience.
- Valid BC Class 5 driver's licence.

OTHER SKILLS/KNOWLEDGE

- Working knowledge of technical methods, practices, materials, tools and equipment used as they relate to the maintenance of mechanical, refrigeration, carpentry, roofing, pressure vessels, plumbing and pool filtrations as well as hands-on experience.
- Ability to coordinate scheduling of work for Facilities staff and private contractors.
- Working knowledge of building controls, asset management, and budgetary processes.
- Ability to estimate time and materials needed and interpret equipment manual, drawings and blueprints as they relate to the performance of the job.
- Ability to communicate, understand, and effectively give, oral and written instructions and guidance to contractors, the public, and fellow staff members.
- Excellent leadership skills in supervision, planning, performance engagement, organizing, and controlling.
- Excellent interpersonal and team building skills.
- Ability to ensure all employees are following safe work procedures and all relevant WorkSafeBC regulations.
- Considerable knowledge around the principles of effective project management for large scale projects.
- Successful completion of a RCMP Criminal Records Check.