

FACILITY SERVICES OPERATOR II

UNION OR EXEMPT: Union
SALARY LEVEL: Under Review
LOCATION: Gibsons and Sechelt Facilities
APPROVED BY: Manager, Facility Services
POSITION HOURS: 40

DEPARTMENT: Community Services
DIVISION: Facility Services
DATE: January 2026
REPORTS TO: Facility Services Coordinator
UPDATED: January 2026

Replaces: Facility Services Supervisor

Previous Version: December 2023

SUMMARY: Under the direction of the Facility Services Coordinator, the Facility Services Operator II (FSO II) is responsible for the operation, servicing, and preventative maintenance of facility equipment and systems within Regional District operated recreation facilities.

KEY RESPONSIBILITIES *include the following:*

1. Conducts preventive maintenance in accordance with established guidelines, procedures and schedules in all recreation facilities.
2. Develops remedies and strategies to resolve day-to-day system maintenance and operation issues related to recreation facility functions.
3. Carries out maintenance and routine repairs on facility equipment such as boilers, refrigeration, filtration, fire sprinklers and air conditioning and related equipment.
4. Performs machinery repair, carpentry, pipefitting and construction work.
5. Provides work guidance and assistance to facilities staff and contractors and supports coordination of tasks as requested by the Facility Services Coordinator.
6. Performs chief engineer duties when required.
7. Prepares inspection and work reports and records on maintenance and condition of facilities and assets such as tools, vehicles and equipment.
8. Assists with training and onboarding new staff when required.
9. Ensures compliance with SCRD policies, bylaws, and the Workers' Compensation Act and OHS regulations.
10. Maintains up to date knowledge of the Workers Compensation Act and OHS Regulations applicable to the work being performed; complies with and promotes safe work practices and procedures in order to effect a safe and healthy work environment.

TYPICAL ACTIVITIES *include the following:*

1. Performs a variety of maintenance tasks including plumbing, carpentry, painting, electrical, and related tasks according to schedules to ensure effective recreation facility operations.
2. Inspects facilities for safe public use and initiates work orders to correct deficiencies.
3. Performs emergency repairs as needed.
4. Prepares correspondence, reports and other related material such as monthly and quarterly reports.
5. Responds to program/service enquiries from the public to ensure effective quality customer service.

6. Opens and closes facilities and provides security throughout course of shift.
7. Directs facilities staff and contractors on occasion in the completion of their tasks, monitors progress and assists when necessary.
8. Ensures patrons and staff are evacuated out of the facilities in emergency situations.
9. Installs ice and operates refrigeration plant, ice re-surfacer and edger to maintain ice surface in accordance with established procedures.
10. Maintains WHMIS program for facility including updating SDS, ordering supplies and ensuring compliance
11. Fills pools, obtains chemical levels (via manual testing and electronic gauges) and performs filter backwashes, balances water, cleans strainers, repairs pumps, motors and various equipment.
12. Repairs and maintains program equipment including fitness equipment to established manufacturer and safety standards.

FORMAL EDUCATION AND EXPERIENCE:

- Completion of Grade Twelve (12) or equivalent.
- Minimum five (5) years of related experience in arena facility operations, electrical, carpentry, building maintenance, aquatic facility operations, or plant operations.
- Pool Operator II Certification.
- Building Service Worker Level 2
- Refrigeration Operator (RO) Certification.
- 4th Class Power Engineer Certificate (preferred).
- Occupational First Aid Basic (Formally OFA 1) or equivalent
- Completion of post-secondary education, from a recognized post-secondary institution, in building or facility maintenance preferred.
- A suitable combination of education and experience may also be considered.
- Valid Class 5 BC driver's license.

OTHER SKILLS/KNOWLEDGE

- Successful results from RCMP Police Information Check/Criminal Records Check.
- Considerable knowledge of the methods, techniques, materials, tools and equipment used in general construction and maintenance work.
- Ability to perform a variety of skilled and manual tasks requiring the use of independent judgment and action (trouble shoots mechanical systems to determine cause of problems).
- Ability to work independently and as part of a team.
- Strong problem-solving and communication skills.
- Ability to read and understand plans and as-constructed details of equipment, machinery and utilities.
- Ability to communicate with courtesy and tact when explaining or exchanging information.
- Ability to work flexible hours, including evenings or weekends as required.
- Physically capable of performing operational and maintenance duties associated with the role.