

FACILITY SERVICES OPERATOR I

UNION OR EXEMPT: Union

SALARY LEVEL: Under Review

LOCATION: Gibsons and Sechelt Facilities

APPROVED BY: Manager, Facility Services

DEPARTMENT: Community Services

DIVISION: Facility Services

REPORTS TO: Facility Services Coordinator

UPDATED: January 2026

Replaces: Facility Services Operator (Pools/Arenas)

Previous Version: December 2023

SUMMARY: Under the general direction of the Facility Services Coordinator, the Facility Services Operator I (FSO I) performs operational, maintenance, and safety-related duties for arenas and aquatic facilities operated by the Regional District. This role supports safe, efficient, and well-maintained facilities through routine inspections, minor maintenance, equipment operation, and customer service.

KEY RESPONSIBILITIES *include the following:*

1. Responsible for the safe operation and routine maintenance of regulated arena and pool equipment.
2. Operates facility systems including ice refrigeration, pool mechanical systems, pumps, motors, and HVAC equipment.
3. Conducts routine safety inspections, records readings, and reports deficiencies.
4. Performs minor maintenance and repairs including carpentry, plumbing, painting, and general construction tasks.
5. Assists with pool testing, chemical adjustments, and fitness equipment checks.
6. Performs ice resurfacing, ice maintenance, and assists with ice installation and removal.
7. Completes administrative duties including logbooks, safety checklists, and maintenance records.
8. Ensures compliance with SCRD policies, Occupational Health & Safety standards, and WorkSafeBC regulations.
9. Promotes safe work practices and supports a safe and healthy work environment.
10. Provides customer service to patrons and assists during emergency situations.
11. Performs janitorial and facility cleaning duties as required.
12. Performs other related duties as assigned.

TYPICAL ACTIVITIES *include the following:*

1. Completes ice resurfacing, edging, blade changes, and refrigeration monitoring.
2. Conducts pool testing, chemical balancing, backwashing, and equipment cleaning.
3. Reads gauges and monitoring system performance.
4. Records maintenance, safety, and incident documentation.
5. Opens and closes facilities and maintaining cleanliness.
6. Assists with facility set-up, takedown, and operational support for programs, rentals, and events.
7. Completes required logs, checklists, and documentation accurately and in a timely manner.
8. Provides courteous assistance and information to facility users and staff.
9. Identifies and reports maintenance issues, safety concerns, or operational deficiencies.

FORMAL EDUCATION AND EXPERIENCE:

- Completion of Grade Twelve (12) or equivalent.
- Minimum twelve (12) months' experience in facility maintenance, construction, or a related field.
- Pool Operator II Certification.
- Ice Facility Operator Certificate or Refrigeration Operator Certification
- Building Service Worker Level 1 & 2
- Occupational First Aid Basic (Formally OFA 1) or equivalent
- Successful completion of Workplace Hazardous Materials Information System (WHMIS) training.
- 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 (PIC) /Criminal Records Check (CRC).
- Knowledge of facility maintenance practices, tools, and materials.
- Understanding of WorkSafeBC regulations including confined space entry.
- Ability to work independently with minimal supervision.
- Strong communication skills with staff and the public.
- 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.