

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.

PARKS WORKER

EXEMPT (Y/N): No
SALARY LEVEL: Band 8
SHIFT: Day
LOCATION: Outside

DIVISION: Parks Services
DEPARTMENT: Community Services
SUPERVISOR: Parks Operations Coordinator

APPROVED BY: GM, Comm. Services

DATE: Dec 2023

Replaces: Parks Worker

DATE: Nov 2020

SUMMARY: Under the supervision of the Parks Operations Coordinator, is primarily responsible for the maintenance of the Regional District’s parks properties and assets in a public safety conscious manner and assists in or completes construction projects as required.

KEY RESPONSIBILITIES *include the following:*

1. To maintain SCRD park properties and assets which may include park grounds, play areas, halls, lawns and gardens, trails, athletic fields, Dakota Ridge, and cemeteries.
2. To assist in cemetery operations related to burials and ground maintenance.
3. To participate in park projects, which may include construction, trail building, bridge building, fencing and installation of playground equipment.
4. To perform routine inspections of parks property. Report safety and maintenance issues and participate in corrective repairs or alterations.
5. To insure the ecological integrity of all properties.
6. To ensure compliance with SCRD policies, bylaws, and the Workers' Compensation Act and OHS regulations.
7. To maintain up to date knowledge of the Workers Compensation Act and OHS Regulations applicable to the work being supervised; to comply with and promote safe work practices and procedures in order to effect a safe and healthy work environment.

TYPICAL ACTIVITIES: *include the following: Other activities may be assigned.*

1. Cut grass, rakes, fertilize, and water lawns, weed-eating and other duties as directed.
2. Spread top soil, plant grass, shrubs and trees and perform other duties to assist with

- construction of a park landscape.
3. Cleans up park areas and facilities.
 4. Assist in preparing, excavating and backfilling cemetery plots and assisting the funeral director as needed, which may include acting as a pall bearer.
 5. Operate as assigned, power mowers, tractors, snow grooming equipment, chain-saws, and other landscape maintenance equipment.
 6. Painting, nailing, deliver and pick-up of materials, shovelling and other duties involved in construction projects.

KEY RELATIONSHIPS: *To perform the typical duties of this job successfully, an individual must have contact with certain people that are not in the direct reporting relationship.*

- Senior Parks Workers, summer students, Facilities Maintenance Technician
- Sunshine Coast Regional District Contract Caretakers
- Subcontractors
- Public

DECISION MAKING AUTHORITY: *Decisions that are made in carrying out the typical duties of the job without referring to the Manager.*

- Some scheduling and prioritizing of duties.
- Reporting of safety concerns to Parks Coordinator and or Parks Supervisors.
- Implementation of safety regulations and policies in day-to-day work.

PROBLEM SOLVING RESPONSIBILITY:

- Dealing with general maintenance and safe operation of equipment and vehicle.
- Problem solving with Parks Staff for suggestions and implementation ideas for more efficient maintenance procedures.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required.*

EDUCATION / TRAINING

- Completion of Grade 12 or equivalent.
- Occupational First Aid Level 1 (OFA 1) or equivalent

EXPERIENCE

- A minimum of six (6) months of relevant work experience such as outdoor labouring, landscaping, maintenance, horticulture or construction/trades, or parks.

OTHER SKILLS/KNOWLEDGE

- Demonstrated ability to operate power tools and hand tools.
- Ability to work with a minimum of supervision.
- Excellent interpersonal and communication skills and ability to deal with people in a professional manner.
- Sufficient physical strength, stamina and co-ordination to perform heavy manual outdoor work.
- First Aid Level I
- Valid class 5 BC driver's licence

MEASUREMENT DATA *(to be used in conjunction with SCRD Core Competencies)*

- Maintains courteous and positive public relations with park users including residents, contractors, and representatives of organizations by delivering quality customer service.
- Scheduled work completed on time and in a safe manner.
- Assigned tasks organized effectively.
- Works as team with other parks workers.
- Equipment and company vehicle maintained and operated safely.
- Reports safety and maintenance concerns to their supervisor daily.
- Time sheets turned in on time.

SUPERVISORY RESPONSIBILITIES

Provides work guidance to new Parks Workers or summer students on occasion.

ADDITIONAL INFORMATION

- The incumbent is expected to support Corporate sustainability and workplace safety objectives.

PHYSICAL REQUIREMENTS OF POSITION

- Trail Maintenance / Grass Cutting – push mowers, self propelled movers, commercial weed eater, rakes, commercial blower (backpack style) and various shovels, picks, bars
- Maintenance Duties – garbage pick up and removal (lifting weights up to 50 lbs, bending, lifting weights up to back of truck)
- Loading and unloading equipment onto trucks.
- Painting buildings etc.
- Trail Building – digging, installation of inground stairs, carrying lumber and equipment of up to 50 lbs at a time – can be very repetitive – loading and unloading equipment and materials from truck, rock /debris, clearing of bushes and branches – maintenance cleanup.