

PERMANENT PART-TIME TO FULL TIME FACILITY MAINTENANCE COORDINATOR



The Bulkley Valley Regional Pool and Recreation Centre is looking for a motivated, enthusiastic individual who thrives in the recreation environment. The Facility Maintenance Coordinator is responsible for performing janitorial and custodial tasks ensuring that the pool and recreation centre facilities are maintained at an established level of cleanliness, sanitation and repair as well as inspecting, repairing, maintaining, and operating a variety of building and swimming pool mechanical systems and equipment such as pumps, valves, chemical controllers, heating units, boilers, filters, chemical tanks, pipes, meters and motors.

The successful applicant must be able to work with minimal supervision. They will have a good knowledge of janitorial, building and equipment maintenance and have skill with hand and power tools. They will possess knowledge of WHMIS, facility rules and regulations and be able to respond to emergencies. They will have strong computer, written and verbal communication skills, organizational skills, interpersonal skills, supervisory skills and the knowledge, ability and desire to provide a successful recreation service to the community. They will be able to work with a wide variety of people, and they will display considerable independence and initiative. They will be a proactive team member, and they will be flexible and creative.

The Facility Maintenance Worker will be required to be or become certified in Standard First Aid, CPR C, and a Pool Operator's Certificate Level I/II. Required qualifications prior to starting this position must include a valid BC Class 5 Driver's License plus completion of grade 12 (or equivalent) combined with some related experience. This position is defined by the Bulkley Valley Aquatic Centre Management Society as a position of trust (Child Safety) and requires a criminal record check.

The duties of the position include:

- *operating and maintaining maintenance equipment and systems*
- *performing janitorial and custodial duties*
- *performing repairs and regular preventative maintenance to the facility's mechanical systems*
- *performing water tests, back washes, and chemically treating the pool water*
- *assists in the creation and management of operation-related budgets*
- *maintaining maintenance forms and records*
- *maintaining the maintenance and safety sections of the facility's policy and procedure manual*
- *maintaining fitness equipment*
- *providing staff training on maintenance and safety procedures*
- *set-up and take down for special events*
- *ordering maintenance and pool water treatment supplies and janitorial supplies*
- *Planning/scheduling Annual Rec Center Shutdown*

Shifts will vary, but will include evenings and weekends. The position will start as part time, with the opportunity to increase to full time. This is a non-union position. The regular rate of pay is \$31.57-32.57 (with Pool Operators Certificate) per hour. We regret that only those being selected for an interview will be contacted.

Interested candidates should submit their resume and covering letter on or before September 30, 2026, by 5:00 p.m. to:

Emma Baker, Facility Manager
 Bulkley Valley Regional Pool and Recreation Centre
 PO Box 2298
 Smithers, BC V0J-2N0