

## Facilities Coordinator

The Regional District is looking to fill the position of Facilities Coordinator. Our Recreation Centres support ice arenas, exercise rooms and community centres. This position is primarily located in the picturesque Village of Valemount <http://visitvalemount.ca/>. The Facilities Coordinator will be expected to provide support to our staff and facilities in McBride when needed.

We are looking for a person that is able to effectively grow recreational opportunities in our facilities and will develop strong relationships within our communities and with our user groups. This position assists with the maintenance of our facilities through development of effective and efficient procedures for the operation of the facility, including monitoring various equipment such as HVAC systems, refrigeration ammonia plant, boilers, alarms and security system, ice-making and fitness equipment.

The Facilities Coordinator will provide leadership for their team, train staff, schedule staff and ensure employee development. This position will be responsible to provide effective supervision, support and mentoring for staff, to create a positive workplace and ensure compliance with occupational health and safety requirements.

Assets for this position include a current BC Refrigeration Plant Operator and Arena Ice Makers certificates, a background in arena maintenance and operation as well as plumbing or electrical skills. Experience with recreation facility management is desired. Candidates must enjoy working with the public, have good communication and excellent customer service skills and demonstrate strong leadership abilities. We are looking for a friendly, self-motivated team player who is confident working in a fast-paced environment.

To find out more about the requirements of this exciting career opportunity visit the Employment Opportunities page of our website at [www.rdffg.bc.ca](http://www.rdffg.bc.ca).

The Regional District of Fraser-Fort George offers a competitive salary and a comprehensive benefits package for this exempt position.

Please forward your cover letter and resume in confidence **by 4:00 p.m. Monday, January 15, 2018 to:**

Marie St. Laurent, CPHR  
Manager of Human Resources  
Regional District of Fraser-Fort George  
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Prince George, BC V2L 1P8  
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E-Mail: [hr@rdffg.bc.ca](mailto:hr@rdffg.bc.ca)  
Website: <http://www.rdffg.bc.ca>

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## **FACILITIES COORDINATOR**

### **JOB SUMMARY:**

The Facilities Coordinator is responsible to oversee and coordinate the operations of recreation centres. Under **general supervision**, the Facilities Coordinator works closely with the Facilities Manager, staff and the general public to provide leadership in the promotion, operations and general management of the facilities. The Facilities Coordinator leads and supervises assigned employees and monitors the performance of contractors and supply contracts to achieve required outcomes within budgetary limitations.

The Facilities Coordinator reports to the Facilities Manager.

### **TYPICAL DUTIES:**

1. Oversees the overall operations for recreation facilities. This includes assisting with budgeting, capital projects and capital planning.
2. Prepares, maintains and monitors budget.
3. Assists in preparing, evaluating and making award recommendations for the competitive bid process.
4. Establishes and maintains professional and harmonious relationships with the business community, staff and the public.
5. Leads, trains, supervises, schedules, assigns duties, evaluates assigned employees and participates in their training and performance development.
6. Assists with developing and monitors effective and efficient procedures for the operation of all aspects of the facilities.
7. Represents the Regional District at a variety of public, technical and other meetings, including their organization where necessary, and positive liaison with groups and agencies that are directly or indirectly involved with the use or operations of Regional District facilities.
8. Answers public inquiries and investigates and resolves general complaints.
9. Builds and maintains positive business and customer relationships while marketing the facility and developing new recreational programming.
10. Researches, promotes and assists in preparing applications to various grant programs.
11. Other duties as assigned.

### **KNOWLEDGE:**

1. **Thorough knowledge** of ice making and refrigeration processes and related equipment operations and maintenance.
2. **Considerable knowledge** of occupational hazards and safety applications, practices and methods.
3. **Considerable knowledge** of employee performance development and leadership techniques.

4. **Reasonable knowledge** of a wide range of leisure activities.
5. **Reasonable knowledge** of recreational services programming development and marketing principles.

**SKILLS AND ABILITIES:**

1. A proven high degree of mechanical aptitude as it applies to managing a recreational facility.
2. Considerable ability in preparing and administering budgets and exercising financial control over revenues and expenditures.
3. Experience in project management as well as ability to plan, promote and organize successful recreational activities.
4. Experience with computer applications and hardware in a Windows environment.
5. Proven ability to lead, work independently including supervising and training employees.
6. Ability to work diplomatically and effectively with staff, community groups and the public.
7. Ability to think creatively and develop innovative solutions while exercising professional judgment and initiative.
8. Willingness and ability to plan for non-routine and manage emergency situations with limited immediate assistance.
9. Ability to create and maintain accurate records.
10. Experience with and an understanding of marketing and advertising trends and techniques.

**QUALIFICATIONS:**

1. Minimum grade 12 or equivalent, plus a minimum of five (5) years working in a related field such as a recreational facility.
2. Three (3) or more years of increasingly responsible supervisory and management experience, preferably in a local government setting.
3. Valid Class 5 BC Driver's License.
4. Level 1 First Aid or equivalent.
5. Ability to obtain and maintain a clear Police Record Check for offences related to this position.
6. Current BC Refrigeration Plant Operator (5<sup>th</sup> Class Refrigeration) is an asset.
7. Arena Ice Makers Certificate is an asset.
8. Training in Emergency Management is an asset.
9. Recreation Leadership coursework and/or training are assets.