

Job Information

Job title	Technical and Building Service Supervisor	Job Code: SUTBS	Pay Grade: N
Title of immediate supervisor	Recreation Centre Manager		
Department/Division	Parks, Recreation & Community Services / Recreation		
Prepared by	N. Pallan		
Date Created	Aug 24, 2015	Revised date	Feb 24, 2020

Job Purpose

Performs supervisory and manual work ensuring effective and efficient on-going maintenance of mechanical equipment and custodial services for the buildings. Plans and performs routine cleaning and maintenance work as well as supervision and training of employees. Ensures the smooth operation of all programs and activities occurring in the building, including set up, maintenance, and technical servicing of equipment.

Duties and Responsibilities

- Performs and supervises day-to-day routine maintenance work and ensures technicians and building service workers carry out their prescribed duties.
- Provides or assists in on-the-job training of maintenance staff. Provides facility orientation for new employees in respective facilities.
- Schedules staff, submits payroll and completes employee appraisal forms.
- Develops and maintains a preventative building and mechanical equipment lifecycle program.
- Performs or directs routine maintenance and cleaning of, facilities, and performs minor building structural repairs.
- Ensures the safety of employees and the public by enforcing all appropriate municipal and W.C.B. safety regulations.
- Operates, services and repairs computerized building management systems.
- Assists in the coordination of program requirements and special events with regard to space, set-up, staff and security.
- Performs administrative duties such as purchase and inventory of equipment and supplies, preparing cost estimates for facility activities, and arranging and overseeing contract services.
- Co-ordinates technical service and contracted trades
- Co-ordinates all major building maintenance projects, including shutdowns and provides daily monitoring for all construction projects on site.
- Assists in the preparation and control of the Centre's Facility Operation's budget.
- Provides services with minimal or no interruption to facility programs.
- Develops and maintains operational safety procedures to ensure standards are in place for safe use of chemicals in the facility (e.g. W.H.M.I.S.).
- Prepares, reviews and maintains up-to-date operational procedure instructions and labelling for all major equipment and systems.
- Secures all equipment operation manuals.
- Maintains necessary parts supply inventories, utility and equipment logs.
- Oversees security and locks, distribution and control of keys for the building.
- Performs other related duties as required.

Swimming Pool Operations:

- Operates and services water heating and water filtration equipment; maintains swimming pool water purity.
- Checks, controls and maintains pool filtering systems and pool water chemistry regulating equipment.

Ice Arena Operations:

- Operates and services an ammonia refrigeration plant equipment and systems

- Installs and maintains ice sheet to defined industry standards

Qualifications

- Grade 12 or equivalent.
- Four years of experience in physical plant maintenance in recreation/commercial buildings, including swimming pools, and ice rink including one year of experience in a supervisory capacity.
- WHMIS certification valid within one year.
- Fifth Class Power Engineering certificate.
- An equivalent combination of education and experience may be considered.
- Valid Class 5 BC Driver's Licence.

Swimming Pool Operations:

- Pool Operators I and II Certification.

Ice Arena Operations:

- Refrigeration Operator certification
- Arena Ice Maker course

Building and Clubhouse Operations

- Building Service Worker I, II and III

Physical Requirements

Sufficient physical strength to perform the work and stamina to work varying shifts.

Working Conditions

Works in a recreation centre.