

Job Information

Job title	Building Services Supervisor-Recreation	Job Code: BSW2SU	Pay Grade: I
Title of immediate supervisor	Technical and Building Services Supervisor		
Department/Division	Parks, Recreation & Community Services / Recreation		
Prepared by	N. Pallan		
Date Created	Aug 24, 2015	Revised date	September 2024

Job Purpose

Performs supervisory and manual work ensuring effective and efficient on-going maintenance services for buildings and equipment in municipal recreation facilities with swimming pools. Plans and performs routine cleaning and maintenance work as well as supervision and training of full time, part-time and casual staff. Ensures the smooth operation of all programs and activities occurring in the building.

Duties and Responsibilities

- Performs and supervises day-to-day routine maintenance work and ensures building service workers carry out their prescribed duties.
- Recruits and 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.
- Performs or directs routine maintenance and cleaning of swimming pools, and other associated areas such as change rooms and deck areas.
- Operates and services water heating and water filtration equipment; maintains swimming pool water purity.
- Operates computerized building management systems.
- Performs or directs sweeping, dust mopping, wet mopping, scrubbing, stripping, sealing, waxing and polishing of floors throughout facility.
- 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.
- 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.).
- Oversees security and locks, distribution and control of keys for the building.
- Performs other related duties as required.

Qualifications

- Grade 12 or equivalent.
- Two years of experience in the building maintenance field including one year of recent (within the past 5 years) experience in a supervisory capacity.
- Pool Operators I and II course.
- WHMIS certification valid within one year.
- Occupational First Aid Level 1 as required.
- An equivalent combination of education and experience may be considered.

- Employment is subject to provision of a satisfactory Police Information Check with Vulnerable Sector (PIC-VS) check no older than 6 months. Renewal of PIC-VS is required as per policy.
- Valid Class 5 BC Driver's License.

Physical Requirements

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

Working Conditions

Works in a recreation centre. May require shift work.