



Job Posting

Nelson, BC
Nelson & District Community Complex

ASSISTANT FACILITY MANAGER

FULL-TIME—BENEFITTED

The Assistant Facility Manager supports the Facility Manager to achieve strategic objectives and to ensure the safe, efficient and effective operations of the Nelson & District Community Complex (NDCC) facilities and programs.

The Assistant Facility Manager acts with delegated authority from the Facility Manager in specific areas as required to operate the facility efficiently and effectively. This position provides operational support to the Facility Manager and leadership for the supervisory team as needed, including when the Facility Manager is unavailable. They are also expected to exercise sound judgment within delegated authority and align service delivery with the approved budgets.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES:

Communication: Clearly conveys and receives messages to meet the needs of all; involving listening, interpreting, formulating and delivering verbal, non-verbal, written, and/or electronic messages.

Teamwork: Works cooperatively and productively with others to achieve results.

Problem Solving and Judgement: Assesses options and implications in order to identify effective solutions.

Results Oriented: Knows what results are important and focuses resources to achieve those in alignment with the goals of the organization.

Adaptability: Shows personal willingness and ability to effectively work in and adapt to change.

Business Acumen: Demonstrates understanding of recreation and facility management within the context of local government operations.

Leadership Skills: Ability to mentor, support, and motivate employees while providing clear direction and guidance.

REQUIRED QUALIFICATIONS & EXPERIENCE:

- Post-secondary degree in Recreation Management or a related discipline.
- Minimum of three (3) years of experience in the administration and operation of recreation facilities.
- Minimum of two (2) years of supervisory experience.
- Experience working in a unionized environment is considered an asset.
- Experience with contract administration, project coordination, and operational planning is an asset.
- Experience supporting budget management and operational planning.
- An acceptable combination of related education and experience may be considered.
- Valid BC Class 5 Driver's Licence and satisfactory driver's abstract.
- Satisfactory Criminal Record Check.

This is a full-time benefitted position working 35-40 hours with one week of vacation in lieu of overtime plus vacation.

The normal starting annual salary is \$86,780.69 with the range of \$83,007.65 to \$94,326.78 based on experience.

This posting along with a detailed job description can be found on our website at www.rdck.ca/jobs. This posting will be accepting applications **until position is filled**.

To apply please complete our online application which can be found here: [Employment Application](#).

Thank you for your interest in working with the Regional District of Central Kootenay. All submissions will be acknowledged although only those individuals shortlisted to participate in the interview/testing process will be contacted.

This posting may be used to fill other similar positions within the RDCK over the next six months.

For more information or to apply contact:

250.352.1515 or visit rdck.ca/jobs