



Job Description

Operations Supervisor

Castlegar & District Community Complex
Regional District of Central Kootenay

TITLE OF IMMEDIATE SUPERVISOR: Manager of Recreation

TITLE OF IMMEDIATE SUBORDINATES: Custodial/Building Maintenance, Pioneer Facility Maintenance, Facility Operator, Facility Maintenance Technician.

DEPARTMENT: COMMUNITY SERVICES – Recreation

SUMMARY OF POSITION:

Under the general supervision of the Facility Manager, the Operations Supervisor provides effective leadership for the facility maintenance and operations of the facilities under the jurisdiction of the Castlegar & District Recreation Department (CDRD). This role requires considerable knowledge of best practices and operations of Recreation Facility Management and will work to ensure facility activities are carried out according to policies, standards and regulations in order to optimize operational effectiveness.

This position will have considerable contact with RDCK employees, contractors and the public. It is the Operations Supervisor's responsibility to foster a workplace environment that is oriented to trust, open communication, creative thinking, and cohesive team effort.

ROLE AND RESPONSIBILITIES:

1. Lead and provide guidance to the maintenance team for the safe and effective operation of CDRD facilities. Recruit, select, train, coach, mentor, and manage performance of direct reports, with a focus on developing employee's skills and abilities to maximize potential.
2. Coordinate, schedule and oversee and perform the building and maintenance services of the CDRD facilities, parks and grounds.
3. Oversee and coordinate the maintenance of the mechanical systems of the facility, including the aquatic center, fitness center and arena, including but not limited to HVAC, plumbing, electrical, and security/surveillance systems.
4. Ensure the development of, and adherence to, preventive maintenance schedules for all buildings, fixtures, ancillary, stationary and mobile equipment for effective lifecycle and operational management.
5. Responsible for the effective operation and programming of the Building Management and DDC systems
6. Develop and maintain preparedness plans to effectively respond to fire and intrusion alarms and emergency situations
7. Effectively plan, assign, check, supervise, and schedule the work for staff and contractors in building services and maintenance tasks.
8. Ensure inventories are appropriately maintained and coordinate the purchasing and acquisition of maintenance supplies and equipment within the RDCK purchasing policy and/or defined limits.

9. Identify and coordinate training programs and courses that enhance the operation of the facilities, parks and grounds and maintain provincial standards.
10. Ensure all work is performed in accordance with legislative regulations and RDCK policies and procedures.
11. Cooperate with governing bodies and provide data, forms and other reports as required.
12. Prepare and monitor departmental budget for service, maintenance and training requirements in accordance with established CDRD priorities and objectives
13. Manage tender and proposal requirements, budget requirements, cost estimates for projects and capital works and other matters as required and in accordance with RDCK Purchasing Policy.
14. Ensure the health and safety of employees and contractors by demonstrating support and participation in all aspects of the Occupational Health and Safety (OHS) Program, communicating hazards and expectations of safety, maintaining safe work areas, safe handling of chemicals, and assigning work to trained persons.
15. Establish and maintain effective working relationships with a variety of internal and external contacts, including staff, the public, and community groups.
16. Other related duties as assigned.

REQUIRED QUALIFICATIONS AND EXPERIENCE:

- Diploma in an applicable discipline such as Facility Management, Construction Management, Site Supervision or Project Management, or an acceptable equivalent combination of education and experience
- Minimum of three years' experience directly related to arena and pool operations PLUS a minimum of two years' experience in a supervisory role
- Refrigeration Operator Certificate
- Transportation of Dangerous Goods (TDG) Certification
- Current Workplace Hazardous Materials Information System (WHMIS) Certification
- Arena Ice Makers Course OR willingness and ability to obtain within one year of hire
- Pool Operation Level 2 Certificate of Competency or equivalent
- Level 2 Parks and Sports Fields Certificate would be considered an asset
- Building Service Worker or Custodial Course would be considered an asset
- Valid B.C. Driver's License and safe driving record
- Standard First Aid and CPR
- Satisfactory Criminal Record

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Demonstrated ability to lead and motivate a team and to provide direction, coaching, and guidance as required
- Demonstrated ability to plan, monitor and maintain projects and budgets
- Ability to prioritize tasks affecting the operation of the facility
- Good understanding of safe work policy and procedure and a demonstrated ability to ensure the facility is maintained with public and staff safety in mind
- Knowledge of methods, materials, tools and equipment for parks and grounds operations and maintenance, including irrigation systems

- Knowledge of methods, materials, tools and equipment used in janitorial work
- Knowledge of the principles of operation of heating, cooling, hot water, and ventilation systems
- Knowledge and ability to troubleshoot and to perform repair and maintenance tasks on equipment and facilities
- Knowledge of use, handling, and shipping of hazardous chemicals and dangerous goods
- Ability to read, interpret meters and gauges as well as perform calculations, tests and maintain reports, logs and records
- Demonstrated ability to work cooperatively in a team environment with facility staff, general public, community groups, tradesmen and contractors
- Ability to effectively use Recreation Software and MS Office products including Outlook, Word and Excel
- Demonstrated ability to work with minimal supervision, exercise independence of judgment / action in the operation of the equipment and facilities
- Possess a good understanding of facility infrastructure and asset management
- Well-developed knowledge in water treatment systems used in the aquatic center
- Well-developed knowledge of refrigeration plant operation and the maintenance of artificial ice surface(s)
- Demonstrated commitment to the values of the RDCK: Health and Safety, Accountability, Integrity, Respect

ACCEPTANCE:

I have read and discussed the expectations for this position. The associated tasks have been explained to me by my direct supervisor and I am prepared to accept these responsibilities.

_____	_____	_____
Employee Name	Employee Signature	Date
_____	_____	_____
Employer Representative Name	Employer Representative Signature	Date