

Henderson Facility Maintenance Person

Posting #PRC2025-69

Oak Bay Parks, Recreation and Culture is seeking an organized self-starter for the Henderson Facility Maintenance Person. Under the direction of the Facility Operations Coordinator this leadership position provides training, direction and scheduling of Auxiliary Maintenance staff while carrying out maintenance functions (carpentry, painting, plumbing and electrical), as well as custodial and cleaning tasks as required to ensure the cleanliness and smooth functioning of this multi-use facility in the provision of programs and other activities to patrons and staff. Oak Bay Parks, Recreation and Culture offers a fantastic Municipal Benefits package which includes Pension Plan, Health and Dental coverage, vacation, and sick time entitlement. Other benefits include a Staff facility pass that provides access to our weightrooms, pool, skating rink, and drop-in fitness classes.

RESPONSIBILITIES

- Maintains close contact with Facility Operations Coordinator, Recreation Coordinator and Reception to and keeps them him/her informed of the status of maintenance and repairs required.
- Ensures building is tidy, secure and safe at all times.
- Works closely with other members of staff.
- Ensures cleanliness of washrooms, change rooms and showers daily.
- Keeps clear and safe Sweeps all outside walks and entryways on a regular basis.
- Sets up tables, chairs and program equipment daily as per the facility schedule.
- Ensures a good stock of supplies is always available.
- Maintains floors in top condition as needed using power equipment such as floor scrubber, carpet shampooer and floor buffer. Vacuums, cleans and shampoos carpeted areas. Washes, waxes and buffs as needed all flooring in Centre.
- Repairs and maintains fitness equipment as required; and keeps records of repairs.
- Maintains heating and air supply systems and completes repairs as required.
- Handles small repairs throughout the building and minor construction.
- Cleans furnace and electrical room and storage rooms to keep safe and orderly
- Repairs furniture, gym and other equipment as required.
- Provides training, direction & scheduling of other facility maintenance staff.
- Performs other related duties as required.

QUALIFICATIONS

- At least three years experience in building maintenance working with similar plant equipment and facilities.
- Solid written and oral communication skills, plus manner and appearance compatible with the public contact type of work.
- Working knowledge of WHMIS.
- Valid Class 5 BC Driver's license.
- Emergency First Aid with CPR-C certification.
- Provision of a current Police Information Check with Vulnerable Sector Screening (Note: This is the applicant's financial responsibility to obtain this).

HOURS OF WORK	Monday-Friday – 5:45am-1:45pm (40hrs/week) <i>Successful candidate must have the ability to work flexible hours as needed.</i>
LOCATION(S)	Henderson Recreation Centre
RATE	\$32.89-\$34.32 per hour – 2024 rates
STATUS	Full-Time (This is a union position)
BENEFITS	• Municipal Benefits include Pension Plan, Extended Health & Dental coverage, vacation, and sick entitlement. • Staff Membership to drop-in the weightroom, fitness classes, skating, and pool.

Please submit applications by 4:00pm, Friday, October 17th, 2025 to:

Job Application Drop Box, Oak Bay Recreation Centre, 1975 Bee Street, Victoria, V8R 5E6 or

Email to: recreationjobs@oakbay.ca

Subject line in email should read: PRC2025-69 Henderson Facility Maintenance Person

Please note that only short-listed applicants will be contacted after the closing date of the posting