

Position Title:	Manager, Recreation Facilities
Reports To:	Program Manager, Facilities and Asset Management
Position Description Date: Position Reviewed and Amended:	January 9, 2026 April 28, 2026
Positions Supervised:	Facilities Operations Coordinator, Oak Bay Recreation Centre: Day Shift Lead Hand, Day Shift Maintenance Staff (2), Afternoon Shift Maintenance Staff (2), Part-Time Maintenance Staff, Auxiliary Maintenance Staff (2), Day Shift Lead Hand Custodial, Night Shift Custodial (4), NLC Custodial, NLC Auxiliary Custodial Staff (2), and OBRC Auxiliary Custodial Staff (8) Monterey Recreation Centre: Daytime Maintenance Person, Afternoon Custodian, and Auxiliary Custodians (2) Henderson Recreation Centre: Daytime Maintenance Person and Auxiliary Custodians (5)

Nature and Scope of Work:

Reporting to the Program Manager, Facilities and Asset Management, the Manager, Recreation Facilities provides leadership for the operation, maintenance, and capital renewal of all District of Oak Bay recreation facilities. The role provides strategic advice and technical direction to supervisors, maintenance staff, contractors, and service providers, ensuring facilities are operated safely, cost-effectively, and in alignment with District service standards.

The Manager works closely with the Facilities team, the Recreation Division, and other District departments to plan, operate, maintain, upgrade, and decommission assets.

Key Accountabilities:

Team Leadership & Administration

- Serve as the primary administrator responsible for the safe, efficient operation of recreation buildings, systems, and properties.
- Lead, coach, and support the Recreation Facilities Coordinator, Lead Hands, and maintenance staff; ensure effective team performance, training, and development.
- Oversee staffing schedules, overtime, work allocation, and performance management.
- Lead or support recruitment, retention, and labour relations activities.
- Ensure compliance with all health and safety procedures; identify and address risks in coordination with relevant departments.
- Manage and monitor contracted services and maintain positive working relationships with District staff, volunteers, contractors, tenants, and patrons.

Operations, Maintenance & Service Delivery

- Manage day-to-day facility operations, preventive maintenance, and computerized maintenance systems (CMMS).
- Oversee the assessment and maintenance of mechanical, electrical, HVAC, and building systems; defining technical scopes of work.
- Lead building system repairs, upgrades, and renewals (e.g., structural, roofing, flooring, painting).
- Respond to emergencies and service disruptions; support restoration of normal operations and provide after-hours on-call coverage as required.
- Administer security, access control, and emergency systems; support fire alarm response and Emergency Response Team activities.
- Ensure accurate documentation of facility drawings, O&M manuals, and maintenance records.
- Develop and manage operational budgets, reports, technical documents, and departmental procedures.
- Support event logistics, department relocations, warranty coordination, and emerging operational needs.
- Ensure regulatory compliance with WorksafeBC, Health Authority, TSBC, building codes, and other applicable legislation.

Preventive & Corrective Maintenance

- Ensure scheduled inspections and preventive maintenance occur at required intervals; monitor corrective work and capital renewal needs.
- Support annual maintenance planning, scheduling, and progress tracking.
- Coordinate with Recreation colleagues to align maintenance priorities and service levels.
- Maintain a current list of preferred vendors for routine and emergency work.

Project Management

- Lead and coordinate consultants and contractors for building renewal, upgrade, and maintenance projects.
- Prepare and manage RFPs/RFQs and contracts in collaboration with Purchasing.
- Contribute to the development of long-term asset management and capital plans.
- Monitor project budgets, schedules, risks, and quality; support multi-facility capital project planning and commissioning.
- Provide technical input into master planning, major renovations, and lifecycle replacement projects.

Other Duties

- Perform additional related duties as required.

Required Knowledge Skills and Abilities:

- Demonstrated strong leadership, communication, administrative, and interpersonal skills.
- Ability to manage complex projects, budgets, schedules, and competing priorities.
- Flexible, innovative, and solutions-focused approach.
- Strong research, planning, and documentation skills.
- Comprehensive knowledge of recreation facility systems, including arenas, pools, HVAC, electrical, plumbing, and custodial operations.
- Strong understanding of applicable safety, regulatory, and building code requirements.
- Proficiency with Microsoft Office and CMMS/building management systems.
- Skilled in troubleshooting building systems and responding under pressure.
- Ability to work independently and collaboratively in a fast-paced environment.
- Availability for callouts including snow removal, special events, fire alarms, and other emergencies.

Qualifications and Experience:

- Technical diploma or degree in a related discipline.
- Post-secondary leadership and team management training.
- Minimum 10 years of related experience, including 5 years in a supervisory role (preferably in a unionized municipal or public sector environment).
- Training or certification in project management (Certified Associate in Project Management, Facilities Management Professional, Project Management Professional) considered an asset.
- Experience with preventive maintenance programs and managing contractors/trades.
- Equivalent combinations of education and experience may be considered.
- Valid Class 5 BC Driver's License.
- OFA Level 2 & CPR/AED considered an asset
- TSBC 4th Class or RO certification (or higher) considered an asset.
- Pool Operator Level 2 Certification considered an asset.