

Facility Operations Coordinator - PRC

Posting #PRC2026-77

Oak Bay Parks, Recreation and Culture is seeking a skilled and organized individual for the Facility Operations Coordinator position. Reporting to the Manager of Recreation Facilities, this position is responsible for the implementation of operational and capital programs and projects, budget development and implementation, and administration of the operational requirements relating to District Recreation facilities. This position is responsible for the cleanliness and effective operation of all Recreation buildings and oversees the recruitment, supervision, training and evaluation of maintenance personnel. 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 fitness centres, drop-in fitness classes, pool, and skating rink. We acknowledge and respect that the District of Oak Bay lies in the traditional territory of the ləkʷəŋən people, known today as the Songhees and Esquimalt Nations, and that their historic connections to these lands continue to this day.

RESPONSIBILITIES:

- Plans, supervises, and oversees team members to safely lead building systems and maintenance operations across all Recreation buildings and facilities, while coordinating day-to-day operations, preventative maintenance, and computerized maintenance management systems (CMMS).
- Prepares maintenance cost estimates, monitors the budget, and communicates variances to the Manager;
- Supports the Manager in the planning and delivery of the capital program related to buildings and facilities;
- Provides input and expertise into the long-term planning of buildings and facilities to maintain a high standard of quality and mitigate risks to service continuity;
- Identifies, assesses, and implements efficiencies and enhancements to support effective asset management and community use;
- Respond to emergencies and service disruptions; support restoration of normal operations and provide after-hours on-call coverage, as required.
- Recruitment, mentoring, scheduling and performance management of regular and auxiliary maintenance staff;
- Ensures proper safety and risk management practices are in place;
- Liaises closely with colleagues in the Recreation division, as well as representatives of outside agencies such as Island Health, WorkSafe BC, Safety Authority, CRD, etc;

QUALIFICATIONS:

- Completion of Senior Secondary School, together with at least eight years experience in recreation facility operations, including pools, arenas, air support structures and EMS;
- Supervisory course and 3 years supervisory experience in a unionized recreation centre;
- Valid 5th Class Power Engineers Certificate (Refrigeration endorsement);
- Level 1 & 2 Pool Operators certification;
- Valid BC Driver's License;
- Current Emergency First Aid and CPR certificate.

HOURS OF WORK	Monday - Friday 8:00am – 4:00pm (40hrs/week) <i>Hours and days are subject to variation to meet operational requirements.</i>
LOCATION(S)	Oak Bay Recreation Centre
RATE	\$45.35/hour (Step 1) - \$49.00/hour (Step 3)
STATUS	Permanent 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 fitness centres, drop-in fitness classes, skating, and pool.

Please submit applications by 4:30pm, Friday, September 18th, 2026 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: PRC2026-77 Facility Operations Coordinator - PRC

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