OAK BAY
PARKS, RECREATION & CULTURE

JOB OPPORTUNITIES – FULL TIME

Facility Operations Coordinator - PRC

Posting #PRC2026-90

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 lək̓ʷəŋən 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 in the safe operations and maintenance of recreation facilities including the Arena, Pool, Fitness Centre & satellite Recreation Centres. Coodinates the day-to-day operations, preventative maintenance & minor capital projects.
- Assists with the development, implementation and monitoring of operating and capital maintenance budgets, including cost estimates and variance reporting.
- 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.
- Provides leadership, mentoring, scheduling, recruitment and performance management to 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, Technical Safety BC (TSBC), 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 TSBC Refrigeration Operator Certificate or 4th Class Power Engineer Certificate (or higher).
- 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) *Hours and days are subject to variation to meet operational requirements.*
LOCATION(S)	Oak Bay Recreation Centre
RATE	$45.35/hour (Step 1) - $49.00/hour (Step 3) (2026 rates)
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. • This position is eligible to participate in the Earned Day Off Program.

Please submit applications by 4:30pm, Wednesday, December 3rd, 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: PRC2026-90 Facility Operations Coordinator - PRC

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