

Coordinator, Recreation Operations (Exempt)

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Application Closing Date:

Jul 7, 2026

NOTE: Posting comes off at 12:00AM on the closing date, with the competition closing at 11:59pm the day prior.

Salary Range:

\$92,721.40 - \$109,083.99

Reporting to the Manager, Business Services, the Coordinator, Recreation Operations serves as the technical authority ensuring all City recreation facilities—including the Active Living Centre, arenas, and pools—are safe, clean, and mechanically reliable. Carrying significant regulatory responsibility as the designated Chief Engineer for the City's ammonia refrigeration plants, this role provides hands-on leadership to a workforce of Facility Operators and Custodians. The Coordinator oversees preventative maintenance, ice operations, and modern pool chemistry while acting as the primary site liaison for specialized, contracted trades.

Key Duties & Responsibilities:

Technical Safety & Plant Operations

- Serves as the designated Chief Engineer for the City's ammonia refrigeration plants. Ensures strict compliance with Technical Safety BC regulations, the BC Safety Standards Act, and WorkSafeBC requirements regarding hazardous gases.
- Oversees the safe operation of aquatic filtration and sanitation systems, including modern chlorine puck/calcium hypochlorite systems and UV filtration. Ensures water quality consistently meets or exceeds the BC Public Health Act and Interior Health Authority standards.
- Leads hazard identification, incident investigations, and the implementation of corrective actions for operational risks. Coordinates emergency response drills with staff and local fire departments.

Facility Maintenance & Contractor Coordination

- Oversees the day-to-day maintenance and custodial upkeep of all recreation facilities. Manages the lifecycle and preventative maintenance schedules for operational equipment.
- Acts as the primary site contact for external, specialized trades. Evaluates the work of these contractors to ensure compliance with service agreements and safety standards.
- Coordinates facility transitions to support the Culture & Community Services department, ensuring minimal disruption to guest services.

Workforce Leadership & Operations

- Leads a large, multi-disciplinary team of Supervisors, Facility Operators (RFO 1-5), and Custodians in a unionized environment. Fosters a culture of safety, accountability, and operational pride.
- Oversees the complex scheduling of a shift-work rotation, ensuring facilities are properly staffed to meet regulatory requirements and community programming needs.

- Plans and coordinates mandatory industry-specific training. Ensures all operators maintain valid certifications (Refrigeration Operator, Pool Operator, Forklift, WHMIS).
- Conducts performance evaluations, addresses operational labor relations issues, and mentors Supervisors to build internal succession capacity.

Administration & Asset Management

- Maintains rigorous, audit-ready logs for ammonia plants, pool chemistry, and fire safety systems.
- Assists the Manager, Business Services by identifying capital replacement needs and tracking operational expenditures for supplies and parts.
- Performs other duties as assigned.
- All persons employed by the City of Vernon will be required to assist the City in providing emergency services. Duties assigned during an emergency may differ from regular duties.

Required Education & Experience:

- Diploma in Facility Management, Recreation Operations, Business Administration, or a related field.
- Valid Refrigeration Operator (RO) Certification recognized by Technical Safety BC or equivalent.
- Minimum three (3) years of progressively responsible experience in facility operations or physical plant management including at least two (2) years with direct supervisory responsibilities with a focus on shift workers, preferably within a unionized environment.
- Valid BC Driver's License (Class 5).
- An equivalent combination of education and experience may be considered.

Required Knowledge, Skills & Abilities:

- Ability and willingness to work a variable schedule, including frequent evenings and weekends, to align with the operational realities of the recreation industry and event hosting.
- Deep understanding of WorkSafeBC, Technical Safety BC, and Interior Health regulations as they apply to arenas and swimming pools.
- Strong functional knowledge of preventative maintenance practices for recreation-specific assets.
- Ability to coordinate and inspect the work of specialized trade contractors.
- Calm, decisive leadership skills to manage facility emergencies.
- Proficient in Microsoft Office, computerized preventative maintenance software, and building automation systems. Ability to write clear incident reports and operational procedures.
- Ability to obtain and maintain an acceptable Police Information Check, including the Vulnerable Sector.

Preferred Knowledge, Skills and Abilities:

- Pool Operator Level 1 & 2 Certificate.
- Fourth Class Power Engineer's Certificate.
- Building Service Worker (BSW) Certificate.
- Experience using Rec Staff or similar recreation scheduling software.

To Apply:

Please submit your resume, quoting the appropriate competition online at [vernon.ca/careers](https://www.vernon.ca/careers) by selecting

“apply” and creating a candidate profile. Internal applicants are asked to apply using their worker profile.

By making application, you are authorizing the City of Vernon to verify, through whatever means deemed appropriate, any information included in your applicant profile.

The City of Vernon wishes to thank all applicants; however, only those candidates selected for an interview will be contacted.

Job Details

Job Requisition ID	JR-2026-134
Location	Recreation Centre Facility
Posting Date	2026-06-15 - Today
Posting End Date	2026-07-07 (21 days left to apply)
Job Family	Management
Time Type	Full time
Job Type	Permanent
Supervisory Organization	Business Services

Hiring Team**Recruiter**

Kate Read

https://vernon.wd10.myworkdayjobs.com/Vernon-Career_EXT/job/Recreation-Centre-Facility/Coordinator-Recreation-Operations-Exempt_JR-2026-134-1
We're Hiring for Coordinator, Recreation Operations (Exempt)!