



**DRAFT**

## FACILITY TECHNICIAN

### 1. ORGANIZATIONAL RELATIONSHIPS

**Reports to:** Facility Technician Coordinator

**Supervises:** None

**Coordinates & Responds to:** Aquatic Staff, Contractors, and Service Personnel

### 2. KEY RESPONSIBILITIES

The incumbent in this position is primarily responsible for the day-to-day operation, inspection, and maintenance of the aquatic systems and facility components at the Lets'emot Regional Recreation and Aquatic Centre.

Duties include ensuring the safe, efficient, and compliant operation of pool mechanical systems, water quality, and associated facility infrastructure. Work is performed in accordance with applicable regulations, standards, and municipal policies.

Under the direction of the Facility Technician Coordinator, the incumbent will also assist with maintenance and operational duties at other municipal facilities and civic buildings as required.

#### **General Duties**

- Operating, monitoring, and maintaining pool systems, including pumps, filters, chlorinators, boilers, liquid chlorine systems, and water circulation systems;
- Testing, adjusting, and documenting pool water chemistry to ensure required health and safety standards;
- Cleaning and vacuuming pools, backwashing filters, and maintaining overall pool cleanliness and sanitation;
- Performing routine inspections and preventative maintenance on aquatic and building systems, including steam room and sauna systems;
- Conducting troubleshooting, calibration, and adjustment of chemical feed systems to ensure safe and accurate dosing;

- Identifying mechanical issues and performing minor repairs to plumbing, mechanical, electrical, and aquatic-related systems;
- Responding to hazard detection and alarm systems, including investigation, mitigation, and reporting of system alerts;
- Assisting with general maintenance, inspection, and repair of other municipal buildings and civic facilities as directed;
- Performing custodial and janitorial duties as required to maintain facility cleanliness and safety;
- Maintaining accurate logs, records, and reports related to pool operations, maintenance, water quality, and system performance;
- Supporting and contributing to a structured preventive maintenance program, including the use of schedules, checklists, and CMMS/work order systems;
- Assisting with coordinating contractors and service providers for specialized maintenance and repairs;
- Supporting facility operations during events, peak usage periods, and emergencies;
- Ensuring compliance with WorkSafeBC regulations, health codes, and safety procedures;
- Utilizing personal protective equipment (PPE) appropriate to tasks performed;
- Responding to emergency situations, alarms, and after-hours issues as required;
- Performing other related duties as assigned by the Facility Technician Coordinator.

### **Knowledge, Skills and Abilities**

- Working knowledge of pool systems including filtration, heating, chemical treatment processes, and liquid chlorine systems;
- Understanding of water chemistry principles and safe handling of pool chemicals;
- Knowledge of building maintenance practices, including plumbing, minor electrical, mechanical systems, steam room, sauna systems, and related facility infrastructure;
- Experience with hazard detection and alarm systems, including monitoring, response, and documentation;
- Experience with chemical feed system troubleshooting, calibration, and adjustment;
- Familiarity with preventive maintenance programs, including scheduled maintenance, inspections, and CMMS/work order systems;
- Ability to operate and maintain tools and equipment used in aquatic facility maintenance;
- Ability to perform semi-skilled maintenance and repair work with minimal supervision;

- Strong observation and problem-solving skills with mechanical aptitude;
- Ability to maintain accurate records and complete reports;
- Good verbal and written communication skills;
- Ability to establish and maintain effective working relationships with staff, contractors, and the public;
- Ability to follow verbal and written instructions and work independently;
- Knowledge of occupational health and safety practices and hazard recognition;
- Physical ability to perform manual labour, including lifting, bending, and working in wet and humid environments;
- Ability to work flexible hours including evenings, weekends, and holidays.

### **3. REQUIRED QUALIFICATIONS**

- Grade 12 Diploma or equivalent
- Minimum of two (2) years related experience in pool operations, facility maintenance, or a related field
- Experience working with aquatic systems and facility maintenance preferred
- An equivalent combination of training and experience may be considered

### **4. REQUIRED LICENCES AND CERTIFICATES**

- Valid Class 5 BC Driver's License;
- WorkSafeBC Basic First Aid (or equivalent);
- Workplace Hazardous Materials Information System (WHMIS) Certificate;
- Pool Operator Level 1 Certification (Level 2 preferred or willingness to obtain);
- Obtain and maintain a clear RCMP Police Information Check (Vulnerable Sector).

### **5. WORKING CONDITIONS**

As per Policies and Procedures, and the Collective Agreement of the District of Kent.

The employee may work up to eight (8) hours in a day and thirty-seven and one half (37½) hours per week. Hours will be variable, including evenings, weekends and holidays.