



Building Maintenance Coordinator Employment Opportunity

The Town of Westlock is seeking a skilled, motivated, and experienced individual for the position of Building Maintenance Coordinator. Reporting to the Director of Community Services, this position is responsible for overseeing the maintenance, repair, and efficient operation of Town-owned buildings and facilities. The successful candidate will provide leadership to facility maintenance staff, coordinate preventative maintenance programs, manage facility projects, and ensure facilities are maintained in a safe, efficient, and cost-effective manner.

We're looking for someone who is a strong leader, mechanically knowledgeable, organized, and capable of balancing hands-on maintenance responsibilities with project management and administrative duties. The position requires flexibility to respond to changing operational priorities and facility maintenance needs.

If you are motivated by meaningful work that supports essential community services, and enjoy collaborating in a municipal environment, we encourage you to apply.

As a key player in our team, you will have the following qualifications:

- Holds a 5th Class Power Engineering certification or equivalent trade qualification.
- Has a minimum of five (5) years of experience in facility or mechanical maintenance.
- Demonstrates advanced knowledge of building mechanical systems, automation, security systems, and associated equipment.
- Has demonstrated experience in project management, preventative maintenance planning, budgeting, staff supervision, and contractor coordination.
- Possesses strong leadership, organizational, communication, and problem-solving skills.
- Is proficient with computers and related software applications.
- Holds a valid Alberta Class 5 driver's licence and WHMIS, TDG, and First Aid certifications.
- Is able to perform both physical and administrative duties, manage competing priorities, and respond to facility maintenance requirements as needed.

Why Westlock?

Westlock offers the best of both worlds – rural charm and community spirit with quick access to major urban amenities. Living in Westlock you can experience live arts, concerts, all sports or belong to one of the multiple community organizations. Town amenities include the Westlock Rotary Spirit Centre multiplex, the Aquatic Centre, skateboard park, ball diamonds, parks and playgrounds. The Town's strong business sector provides all the services and shopping you will need. To find out more about us, please visit our website at www.westlock.ca.

The Town of Westlock offers a competitive salary and excellent employee benefit program including the Local Authorities Pension Plan (LAPP). The successful candidate will be required to provide a satisfactory criminal record check and 5-year drivers abstract upon acceptance of the position.

This competition will remain open until a suitable candidate is found. The Town of Westlock thanks all applicants for their interest; however, only those selected for an interview will be contacted.

10003 106 Street, Westlock, Alberta, Canada T7P 2K3

Office: 780-349-4444 / **Toll Free:** 1-866-349-4445 / **Fax:** 780-349-4436

www.westlock.ca

Please submit your resume with three references in confidence to:

Town of Westlock
10003-106 Street
Westlock, Alberta T7P 2K3
Phone: 780-349-4444
Fax: 780-349-4436
Email: employmentHR@westlock.ca





REPORT TO: DIRECTOR OF COMMUNITY SERVICES

INCUMBENT: BUILDING MAINTENANCE COORDINATOR

Reporting to the Director of Community Services, the Building Maintenance Coordinator oversees the efficient operation of the Town of Westlock buildings and facilities.

The Employee may be required on an ongoing basis to attend applicable training, workshops, seminars and courses at the discretion of the Employer in order to facilitate job knowledge and performance.

Key Responsibilities:

1. Administer various assigned duties related to the overall maintenance and repair of all Town facilities.
 2. Project management including project planning (long term and short term).
 3. Hire, promote, discipline and/or dismiss Facility Staff subject to the provisions of labour legislation and regulations and the most current CUPE Local 3047 Collective Agreement.
 4. Coordinate annual facility budget and cost control per facility.
 5. Responsible for administering and reviewing routine maintenance on all facility related mechanical equipment.
 6. Assist in coordination/training of maintenance schedules.
 7. Responsible for administering and reviewing training for competency within department for Building Maintenance Officer.
 8. Both physical and administration duties will be performed.
 9. Emergency Services duties may be assigned.
 10. Development of preventative and operational maintenance programs for all facilities.
 11. Supervision of contractors and Town of Westlock staff.
 12. Responsible for assisting Building Maintenance Officer upon request within terms of CUPE LOCAL 3047.
 13. Coordination with Engineering regarding larger projects in reference to Town Facilities.
 14. Meet all assigned tasks and duties as required by OHS legislation and the Town safety program.
 15. Other duties as assigned per Director of Community Services.
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Education and Experience:

- Certification in 5th Class Power Engineering, or trade equivalent.
- Advanced knowledge of automation and associated equipment.
- Advanced knowledge of security systems and associated equipment.

- Advanced experience in labourer and equipment duties within a municipal environment.
- Advanced experience with hand and mechanical tools.
- Experience in project management, project planning, supervision, and reporting.
- Valid Alberta Class 5 Operator's permit.
- Knowledge of computer programs/applications.
- WHMIS/TDG/First Aid Certification.
- Minimum of 5 years experience in facility or mechanical maintenance.
- Preferred: experience and training in ice plant and pool mechanical systems or willingness to obtain.

Knowledge, Skills, and Abilities:

- Attention to Detail: Exceptional attention to detail with a commitment to accuracy and quality in all tasks and deliverables.
- Communication Skills: Excellent written and verbal communication skills.
- Adaptable Multitasking: Proven ability to prioritize and respond to shifting priorities in a fast-paced environment.
- Motivated and Self-Directed: Highly motivated, self-directed, and solutions oriented.
- Physical ability to perform maintenance.

Guidance Received

Directives, manuals, regulations, ordinances or other written guidelines used regularly by this position are:

- Direction from the Director of Community Services
- Town of Westlock Policies and Procedures
- Guidelines set out by ABSA and legislated requirements as set by the Province of Alberta
- OHS Legislation
- Pool Standards Act

Contacts

The Building Maintenance Coordinator will frequently have contact with the following:

- Director of Community Services
- Aquatic Centre Supervisor
- Rotary Spirit Centre Supervisor
- Town of Westlock Staff, contracted services, etc.

Environment

Features of work which create unusual demands, or which create physical and/or mental stress are:

- Considerable pressure may be exerted on the Building Maintenance Coordinator to ensure work is completed, to meet deadlines, especially at key times.
- Flexible work schedule.
- Responding to and coordinating the requirements of the public and staff.
- Conflicting priorities and timelines for project work and preventative and at need maintenance
- The position requires physical tasks.
- Safety commitment: Adhere to all aspects of the Town's Occupational Health and Safety Policy and program, practicing safety in daily duties.

Signatures

I have read and understand the contents contained within this job description. The Director of Community Services has informed me that this is a general description of the duties, responsibilities, and qualifications for the position of Building Maintenance Coordinator. This description will form the basis for my classification level and the basis for my performance evaluation.

Employees Signature: _____

Supervisor Signature: _____

Date: _____