GWA'SALA - 'NAKWAXDA'XW NATIONS
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Gwa'sala-'Nakwaxda'xw Nations

Building Services Coordinator

Full-Time

Job Description

We are seeking a dedicated and experienced Building Services Coordinator to oversee the upkeep, safety, and functionality of GN Nation facilities, including Wakas Hall, the Health Centre, Scotia Bay Housing, Elder's Building, and the Administration Office.

Reporting to the Director of Operations, the Building Services Coordinator will be responsible for coordinating building maintenance activities, supporting public works operations, overseeing contractors, and ensuring Nation facilities are maintained in a safe, clean, and functional condition.

Key Responsibilities

- Plan, coordinate, and oversee maintenance operations for all GN Nation facilities.
- Create a scheduling system for booking facilities & coordinating payments as needed.
- Coordinate and monitor maintenance contractors and service providers.
- Develop and implement preventative & maintenance schedules for all buildings.
- Conduct regular facility inspections to identify maintenance needs and ensure compliance with safety standards.
- Maintain records of repairs, inspections, maintenance activities, and service contracts.
- Assist with Public Works and Facilities Management budget planning, purchasing supplies, and obtaining quotes for maintenance projects and services.
- Work with department managers and staff to support the smooth operation of GN Nation facilities.

- Ensure the proper functioning of HVAC, plumbing, electrical, mechanical, and other building systems.
- Respond to emergency maintenance situations and coordinate repairs in a timely and efficient manner.
- Provide day-to-day direction and work planning for the Public Works Operator, Recycling Coordinator, and Building Janitors.
- Develop work plans, maintenance schedules, and building upkeep priorities.
- Coordinate and assist with annual community cleanup initiatives.
- Support Community Emergency Planning and emergency preparedness activities.
- Monitor facility conditions and recommend improvements, repairs, or capital projects.
- Perform other related duties as assigned.

Qualifications & Skills

- Completion of secondary school required; post-secondary education, trade certification, or facility maintenance training is considered an asset.
- Minimum of two (2) to three (3) years of experience in facility maintenance, building operations, public works, or a related field.
- Experience coordinating contractors, projects, or maintenance activities is considered an asset.
- Strong organizational, planning, and problem-solving skills.
- Excellent communication and teamwork abilities.
- Ability to work independently and manage multiple priorities.
- Working knowledge of building systems and maintenance practices.
- Valid Class 5 Driver's Licence.

- Flexibility to respond to after-hours emergencies when required.

Employment Details

- Wage: $30.00 per hour, with possibility of increase with performance review after successful completion of probationary period
- Hours: 35 hours per week
- Full-time position; occasional evenings and weekends may be required

Gwa'sala-'Nakwaxda'xw Nations is committed to creating a respectful and inclusive workplace. Pursuant to Section 42 of the BC Human Rights Code, preference may be given to Indigenous applicants