



## **Facility Maintenance Coordinator Job Description**

**Title:** Facility Maintenance Coordinator

**Department:** Facility

**Position:** Regular Part-Time, Union (IATSE Local 168)

### **General Statement of Duties:**

Reporting to the Technical Director, the Facility Maintenance Coordinator shall be responsible for the maintenance and custodial duties of the Tidemark Theatre. The Facility Maintenance Coordinator shall perform maintenance, repair, and custodial duties related to the building and equipment.

### **Supervision:**

The Facility Maintenance Coordinator reports to the Technical Director and must be able to work independently with minimal supervision. The Facility Maintenance Coordinator oversees the Custodian(s).

### **Typical Duties & Responsibilities:**

The duties shall include but are not limited to:

#### **Facility Maintenance & Custodial:**

- Building repair and maintenance required in consultation with the Technical Director;
- Manual tasks such as vacuuming, floor mopping, dusting, sweeping, cleaning, sanitizing, cleaning windows and doors, waste and recycling;
- Performs a variety of semi-skilled duties relative to building maintenance;
- Coordinates and assists other trades people as appropriate;
- Utilizes power and hand tools as necessary to performing the assigned tasks;
- Makes minor repairs to desks, millwork, toilets, changes light bulbs;
- In conjunction with the Technical Director liaise with the City of Campbell River and coordinates work orders for building repairs and general building issues;
- Acquires quotations and coordinates ordering for caretaking supplies and equipment;
- Assists Front of House staff set up necessary equipment available events when necessary;
- Assist the Technical Director in setting up stores, training for custodial staff, and developing systems and protocols related to building repair and maintenance;

#### **Other:**

- Maintain and perform record keeping duties as requested;
- Attend meetings and professional development opportunities as requested;
- Comply with all Tidemark policies and safety procedures;
- Any other duties as requested by the Technical Director;

#### **Qualifications:**

- Minimum 2 years facility maintenance-related experience;
- Minimum 2 years custodial-related experience;
- Competent in the care and use of tools and equipment common to this work;

- Physically capable to perform the duties;
- Possess a demonstrated ability to organize multiple tasks, set priorities, meet deadlines and work under time constraints;
- Team oriented, flexible, and adaptable to change;
- Excellent communication and organizational skills;
- Ability to communicate effectively with a variety of people in a courteous and tactful manner;
- Customer service oriented;
- Basic knowledge in the use of computers, specifically Microsoft Office and Outlook;
- WHMIS required;
- Criminal Record Check required.

**Classification:** Regular Part Time, Union (IATSE Local 168)

**Schedule:** generally morning and afternoon shifts including weekdays, weekends, and some holidays

**Compensation:** \$29.48; 4% vacation pay; 5% in lieu of stat holidays (as per the Collective Agreement)

**Probationary Period:** 3 months

**Closing Date:** Open until position filled.

Please email your resumes to:

Tidemark Theatre  
1220 Shopper's Row  
Campbell River, BC V9W 2C8  
E: [humanresources@tidemarktheatre.com](mailto:humanresources@tidemarktheatre.com)

We thank you for your interest; however, only applicants selected for an interview will be contacted

*Note: In order to be considered, applications must include a cover letter and resume outlining experience and qualifications relative to the position*