

## JOB POSTING

<b>POSITION TITLE</b>	Facility Maintenance Coordinator
<b>COMMITMENT</b>	Full Time, 37.5 hrs/week
<b>SALARY</b>	Determined based on education and experience

### ORGANIZATION SUMMARY

Founded in 2008, PISE is a non-profit organization that provides programs and services for South Vancouver Island while managing the Pacific Institute for Sport Education facility, the first summer sport institute in Canada. Nationally recognized for work in the areas of **physical literacy** and **inclusion**, PISE is also a part of the ViaSport Regional Alliance in BC. The organization helps build a healthy, active community while focusing on inclusion, physical literacy, active living and supporting the development of performance sport. PISE's driving purpose is to transform lives through healthy activity and sport by providing physical activity and health education programming and services for children, youth and adults. Visit [PISE.ca](http://PISE.ca) to learn more.

### POSITION SUMMARY

The Facility Maintenance Coordinator is responsible for coordinating facility operations including maintenance, custodial, security and trades. This position requires considerable planning, organizing and scheduling skills as well as strong communication, negotiation, and leadership when dealing with internal and external partners, clients and service providers.

### KEY ROLES & RESPONSIBILITIES

- Develop and implement the facility maintenance schedule identifying key service requirements, including timing and frequency of service on daily, weekly, monthly, quarterly, and annual basis as required; this includes identifying larger scale elements of the facility that may need significant repair or replacement
- Coordination and supervision of PISE capital construction projects; liaise with project management when necessary
- Maintain partner relationship with Camosun Facilities Services to ensure the Camosun Service Agreement is upheld
- Coordinate and ensure completion of custodial and maintenance requests, work orders, and contracting any additional maintenance or custodial work as required
- Coordinate PISE parking, including structure, maintenance, pricing, invoicing partners, etc.
- Coordinate all concerns and requests related to security at PISE
- Coordinate event set-up (ie. Camosun Graduation Ceremonies, booking admin) and be on-site for special events such as Camosun Graduation, Conversations Day, and Family Festival
- Develop and manage inventory of PISE furniture and equipment; identify ongoing equipment upgrades and replacement needs
- Participates in committee meetings as required
- Assist with IT needs, trouble tickets, infrastructure, etc.
- Coordinate maintenance needs for external spaces that PISE manages

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- On-call and weekends as needed

### KNOWLEDGE, SKILLS & ABILITIES

- Demonstrates a sound understanding of full-cycle project management
- Possess a high level of problem-solving, critical thinking, and understanding of business objectives
- Possesses strong leadership and interpersonal skills
- Promotes teamwork and commitment to PISE's overall mission, vision, and goals
- First aid certification is an asset
- Experience in a similar facility or fitness/recreation setting an asset
- Access to a vehicle

### QUALIFICATIONS

- Post-secondary diploma or degree in related field or equivalent experience
- Experience in facility maintenance and construction is considered an asset

### TO APPLY

Please submit a resume and a cover letter by **midnight, October 31<sup>st</sup>, 2024** to:

Brianna Wheeler  
Human Resources & Administrative Coordinator  
[careers@pise.ca](mailto:careers@pise.ca)

*Thank you for your interest in PISE.*

*Please note, due to the number of resumes received,  
only candidates selected for an interview will be contacted.*