



RUGBY CANADA EMPLOYMENT OPPORTUNITY

Title: Coordinator, Facility Maintenance

Type of Position: Part-time/Hourly

Location: Al Charron Rugby Canada National Training Centre/Rugby Canada Langford office

Reporting to: Director, Athletic Performance & Interim GM, Rugby Performance & Operations

Rugby Canada is the national sport organization committed to the domestic development and international success of rugby for Canada.

POSITION DESCRIPTION

The Coordinator, Facility Maintenance will be responsible for the administration and upkeep of the new Al Charron Rugby Canada National Training Centre, as well as holding some responsibilities for the Centre of Excellence offices. This part-time position will work approximately 30 hours per week (7am – 1pm estimate each day) on an hourly wage, with the potential opportunity for more hours as required.

RESPONSIBILITIES

- Daily Hot/Cold Tub maintenance and cleaning
- Manage bedrooms (3) on a daily basis (keys, laundry, cleaning schedule)
- General maintenance – includes building deficiency monitoring in the first months
- Organization of storage lockers and equipment
- Ordering of equipment & furniture for the facility
- Security monitoring and key/pass card schedules for the facility
- Manage the cleaning schedules with hired contractors
- Ordering of monthly janitorial supplies
- Coordinate daily garbage collection (with Alpine)
- Coordinate trades on a weekly/monthly basis (filters, belts, gutter cleaning, etc)
- Attend monthly staff meetings to ascertain facility needs with key staff
- Liaise with direct reports on the daily function of both buildings and future design/set-up
- Develop in role to manage facility maintenance budget
- Develop in role to draft a new Emergency Action Plan for the facility and become primary emergency contact
- Possible supervision of part-time intern team members

RUGBY CANADA

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rugby.ca
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TRAINING QUALIFICATIONS

- Relevant experience in a maintenance or janitorial role
- Have possession of, or working towards, a BC pool maintenance license that meets Provincial standards
- Current Emergency First Aid/CPR certification
- Working knowledge of the operation and maintenance of commercial facilities and related equipment
- Experience in the repair and maintenance of a wide variety of building equipment
- Working knowledge of carpentry, electrical, mechanical and plumbing practices
- Working knowledge of all aspects of janitorial procedures and practices
- Valid Class 5 BC Driver's License

SKILL & KNOWLEDGE QUALIFICATIONS

- Strong organizational skills, time management and attention to detail
- Team player willing to work in a collaborative environment
- Results-oriented, able to set priorities and deliver consistently to a high professional standard
- Ability to learn quickly and adapt new skills in an ever-changing pressure environment
- Fluency in English required; fluency in French an asset

DEADLINE FOR SUBMISSIONS

If interested in the above position, please forward a resume and cover letter to Shane Muldrew at smuldrew@rugby.ca by Sunday, June 10th. Only candidates selected for an interview will be contacted.

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