



# Job Posting

Castlegar, BC  
Castlegar & District Community Complex

## FACILITY MANAGER

### Full-Time, 1 Year Term — Benefited

The Regional District of Central Kootenay is now inviting applications for the position of **Facility Manager** at the Castlegar & District Community Complex.

The Facility Manager is responsible for the day to day operations of a vibrant community centre & other recreational facilities, including setting operational priorities & managing staff. The Facility Manager also works directly with their Manager in areas of capital projects for recreation infrastructures in accordance with organizational & facility goals, objectives, budgets, policies & procedures.

The Facility Manager also works directly with other Community Services managers and staff to deliver regional recreation service initiatives and practices, and oversees a regional portfolio within their area of expertise.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Effective leadership skills, with a strong focus on mentoring and motivating employees
- Communication: Clearly conveys and receives messages to meet needs of all; involving listening, interpreting, formulating and delivering: verbal, non-verbal, written, and/or electronic messages
- Teamwork: Works co-operatively and productively with others to achieve results
- Problem Solving and Judgement: Assesses option and implications in order to identify solutions
- Results Oriented: knows what results are important, focuses resources to achieve those in alignment with the goals of the organization
- Adaptability: shows personal willingness and ability to effectively work in, and adapt to change.
- Demonstrated ability to handle a complex and varied workload, often under pressure, in a flexible manner.
- Business acumen: Understands recreation and facility management, and effectively applies that understanding in the context of local government.

This is a full time 1 year temporary position commencing on August 12, 2024. The normal annual salary is \$92,428.99 with the range of \$88,410.42 to \$100,466.32 based on experience.

Also included is a comprehensive benefits package with exceptional dental coverage & extended health benefits plus paid vacation time away from work.

### REQUIRED QUALIFICATIONS:

- A degree in Business, Recreation, Public Administration
- A minimum of five (5) years of experience in a similar environment working in a supervisory or managerial capacity, preferably in a unionized environment.
- Experience with budget preparation and management.
- Experience with preparing, maintaining and presenting a variety of work related records and reports.
- A combination of related experience and education may be considered.
- Valid BC Class 5 Driver's Licence and satisfactory criminal record check.
- Refrigeration, Pool Ops Certificates / Tickets may be considered an asset.

This posting along with a detailed job description can be found on our website at [www.rdck.ca/jobs](http://www.rdck.ca/jobs).

*Applicants are advised to apply early as the posting may be filled before the closing date.*

Applications will be accepted until **9:00 am Wednesday, May 22, 2024.**

To apply please complete our online application which can be found here: [Employment Application](#).

*Thank you for your interest in working with the Regional District of Central Kootenay. All submissions will be acknowledged although only those individuals shortlisted to participate in the interview/testing process will be contacted. This posting may be used to fill other similar positions within the RDCK over the next six months.*

**For more information or to apply contact:**  
humanresources@rdck.bc.ca | 250.352.8150  
or visit [rdck.ca/jobs](http://rdck.ca/jobs)