

CITY OF TERRACE

VACANCY



WORKING FOREMAN – AQUATIC CENTER

(Regular Full-Time)

The City of Terrace is located in the pristine and beautiful Coast Mountains of Northwestern B.C. and is known for world class fishing and endless outdoor adventures. With a well-developed arts and culture community and recreation facilities, Terrace maintains a growing population of approximately 12,500 and services a regional population of 60,000. An opportunity for employment with the City of Terrace is attractive to potential candidates who crave big city amenities without compromising their love of the outdoors.

Do you want to be part of the excitement underway in Northwest BC? We have the perfect opportunity available for an accomplished, highly-motivated and enthusiastic candidate to fill the position of Aquatic Foreman with the City of Terrace. If you are excited about working with a supportive and dynamic group of motivated individuals and you share our values of integrity, teamwork, and community - join us, today!

Examples of Work Performed:

1. Supervise and schedule aquatic centre staff;
2. Prepare, implement and supervises an efficient Preventative Maintenance Program for the facility and its pool mechanical systems and operating equipment;
3. Plan and evaluate aquatic programs and services;
4. Oversee and coordinate training of aquatic centre staff;
5. Purchase supplies and maintain an inventory that is relevant to aquatic programs and lessons;
6. Purchase supplies and maintain an inventory that is relevant to equipment and maintenance;
7. Provide technical advice and expertise to the Director of Leisure Services relating to the maintenance and upgrades of the facility, and assist in the preparation of short and long-term planning for operations;
8. Oversee all applicable codes, regulations and safety practices for the facility;
9. Operate the point of sale and computer programme as required;
10. Prepare reports and estimates for work and monitor budgets for various projects;
11. Perform duties of lifeguard;
12. Verify and sign time cards for aquatic staff and administer the Collective Agreement;
13. Prepare tender and contract documents and supervise the administration of contracts;
14. Assist in the preparation of the annual operating and capital budget;
15. Answer and respond to public enquiries and complaints;
16. Maintain records and information, as required;
17. Attend meetings with other departmental staff as required;
18. Flex-time applies to this position;
19. Other duties, as required.

Minimum Training and Experience:

1. Secondary school graduation;
2. Diploma/Degree in Recreation or related field is considered an asset;
3. Demonstrated knowledge and supervisory experience relating to all aspects of pool operations including programs, schedules, equipment and building maintenance, pool chemistry and risk management;
4. Demonstrated ability to problem solve and multi-task in a fast paced environment;
5. National Lifeguard Service Award (Pool Option);
6. Aquatic Emergency Care or equivalent First Aid course with AED;
7. Red Cross Water Safety Instructor;
8. Pool Operator's course Level II;
9. Ability to maintain harmonious relationships with co-workers, City staff, contractors and the public;
10. Good written and oral communication skills;
11. Strong computer skills;
12. Good physical condition and ability to complete duties requiring physical effort;
13. Demonstrated ability to problem solve and multi-task in a fast paced environment;
14. Ability to work independently and to accomplish tasks and assignments;
15. Proven time management and organization skills;
16. Valid Class 5 B.C. Driver's Licence.

Job Specific Testing may form part of the interview/selection process and a Criminal Record Check will be required by the successful applicant. This is a regular, full time Union position (CUPE Local 2012) with a 40 hour work week and offers a competitive wage and benefits package.

Forward applications to **Briana Pellegrino, Human Resources Manager, City of Terrace, 3215 Eby Street, Terrace, B.C. V8G 2X8 Tel. (250) 638-4723 Fax (250) 638-4777 (or e-mail to bpellegrino@terrace.ca).** **Please refer to Job Posting #38-2017 when submitting your resume.**

The City of Terrace thanks all applicants for their interest, however only those being considered for an interview will be contacted.