

## **Facility Maintenance Coordinator Job Description**

We currently have a position opening for a **Facility Maintenance Coordinator** as outlined below.

<b>Position:</b>	Facility Maintenance Coordinator
<b>Start Date:</b>	February 2013
<b>Employment Term:</b>	Regular Full Time (12 Months per Year)
<b>Living Situation:</b>	Live In or Out position (depending the candidate needs)
<b>Reports To:</b>	Camp Operations Manager
<b>Salary and Benefits:</b>	<ul style="list-style-type: none"><li>- Annual Salary - Range \$ 41,600 - \$ 45,760</li><li>- RRSP Contribution(Starting in year two)</li><li>- Annual Performance Bonus(starting in year two)</li><li>- Health Care Benefit Allowance</li><li>- Training Allowance</li><li>- 4 Weeks Paid Vacation Leave</li></ul>

### **Nature and Scope:**

Camp Jubilee Retreat and Conference Centre is made up of 128 acres of West Coast Wilderness and welcomes over 6000 guests per year. It is located a short 30 minute boat ride from Deep Cove in North Vancouver BC (Accessible only by boat). Camp Jubilee is comprised of 17 accommodation cabins, 2 lodges, private dock, a staff house, large waterfront, variety of outdoor recreational amenities (i.e. high ropes and climbing walls), Trails etc.

The camp is serviced by water supply that is chlorinated on site as well as multiple septic fields. It is on the BC Hydro grid and has a back-up generator as well as on site fire suppression in the form of a fire pump, hydrants, sprinklers and other related infrastructure. All supplies are boated in as is all garbage boated out. The camp is currently renewing elements of its infrastructure (electrical servicing, septic, water supply) as well as expanding and renewing the camp facilities.

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# Facility Maintenance Supervisor Job Description

**Jessica Rae Bathurst, Tobie S. Stein**



## **Facility Maintenance Supervisor Job Description:**

**Facility Management** Edmond P. Rondeau, Robert Kevin Brown, Paul D. Lapidés, 2017-07-27 From the moment it was first published Facility Management became the ultimate reference for facility and design professionals who want to create a productive workplace that corresponds to the short and long term goals of their corporation This Second Edition provides complete fully up to date information and guidance on the evolving facility management profession that will help facility professionals and their service providers meet and exceed these goals Recreation Facility Management Brent A. Beggs, Richard F. Mull, Mick Renneisen, Michael A. Mulvaney, 2023-09-28 Recreation Facility Management Second Edition With HKPropel Access is the fundamental text for students and new professionals who will manage a recreational facility It outlines essential responsibilities and prepares readers to perform the duties of a manager for various types of facilities ranging from recreation and aquatic centers playgrounds and parks to fitness centers golf courses and sport complexes each with its own unique set of goals and challenges Recreation Facility Management begins by defining the characteristics and expectations of the profession It discusses the facility design and development process including assessing needs planning reading blueprints and securing funding Topics such as facility resource management financial issues and human resources are explored in depth The text then tackles strategies for utilizing facilities in a safe and efficient manner addressing safety and security maintenance and emergency preparedness and response plans Finally a detailed examination of the operation of common types of recreation facilities is offered alongside coverage of national industry standards and guidelines Content updates to the second edition include a new chapter on ancillary space design with a focus on sustainability and technology updates as well as accessible design A chapter was also added to address larger scale recreational sport events and outdoor facilities Recreation Facility Management also includes new enhancements to help students apply and retain important information Learning aids including chapter objectives review questions and summary elements help to facilitate learning Case studies provide real scenarios and related discussion questions to help students better understand the material Sample answers to the questions are provided in the instructor guide Industry Profile features offer real world examples from the field Check It Out elements call out special content to help engage readers Online materials include learning activities as well as checklists and forms from the files of actual facility managers Recreation Facility Management offers a practical introduction to facility design management and maintenance for practicing recreation professionals or future professionals It arms readers with the knowledge and skills necessary for becoming a successful facility manager in any recreation setting Note A code for accessing HKPropel is included with this ebook **Performing Arts Management** Jessica Rae Bathurst, Tobie S. Stein, 2010-02-23 Do you know what it takes to manage a performing arts organization today In this comprehensive volume more than 100 managers of top nonprofit and commercial venues share their winning strategies Financial management building a funding base labor relations much more Explores the realities of running a performing arts

organization today From theater to classical music from opera to dance every type of organization is included with information on how each one is structured key managerial figures its best practices for financial management how it handles labor relations and more Kennedy Center the Brooklyn Academy of Music Lincoln Center the Mark Morris Dance Company the New Victory Theater the Roundabout Theater the Guthrie Theater Steppenwolf Theater Company and many other top groups are represented Learn to manage a performing arts group successfully in today s rapidly changing cultural environment with *Performing Arts Management*

**Nursing Homes Explained** Delia Marie Franklin, 2013 This book will help readers understand more about gerontological nursing how the different nursing specialties interact and the necessity for multidisciplinary team approaches to improve systems in the industry The book also highlights some of the many individuals who have contributed to reaching for higher care levels in nursing homes Innovative processes such as the Eden Alternative and the Quality Indicator Survey process are introduced which will assist people to understand the wide range of ways in which the system can be improved As the author emphasizes throughout the book the psychology of kindness is essential and needs to be demonstrated by everyone in the gerontological field from care providers to families and patients Emotions can run high as patients and families may be frightened confused and concerned about making good decisions while the care providers are themselves working hard to provide appropriate care while coping with multiple demands Consideration and humor are in fact most important for creating a positive atmosphere for those in nursing homes

*Health Fitness Management* Mike Bates, 2018-11-15 *Health Fitness Management Second Edition* provides an in depth picture of the varied and rewarding role of the health and fitness club manager With contributions from leading experts in the fitness industry several new chapters a more practical emphasis enhanced features and the addition of instructor resources this second edition is the most authoritative and field tested guide to management success Whether soothing disgruntled members ensuring club safety and profitability or motivating staff to perform at their best health and fitness club managers require the right mix of skills and flexibility to support the success and continued growth of their clubs Both aspiring and practicing club managers can rely on *Health Fitness Management* to help them acquire and improve their management skills across all areas Human resources Understand the importance of organizational development and the payoffs of thoughtful staff recruitment training development retention and compensation Sales and marketing Discover new ways to attract and retain members and increase profitability with the right mix of products and services Financial management Learn how to read financial statements and understand and control the risks associated with running a fitness club Facility maintenance Implement systems to ensure the upkeep and safety of the facility and its equipment Program evaluation Determine the fitness level of the club and its programs capitalize on strengths and find solutions to improve weak areas Industry perspective Understand the history of health and fitness management its present status and future trends *Health Fitness Management Second Edition* has been fully updated and organized for maximum retention and easy reference Each chapter

begins with Tales From the Trenches a real life example that clearly illustrates the chapter s theoretical focus Special The Bottom Line segments sum up the key points of the chapters in an applied context so readers can see exactly how the information is applied on the job Learning objectives key terms and a list of references and recommended reading round out each chapter to make the material even more comprehensive to students and a new instructor guide and test package make the text ideal for instructors teaching a course Practitioners will find the added bonus of many time saving reproducible forms including a sample membership agreement an equipment maintenance form and a guest registration and exercise waiver Written by industry experts with more than 300 combined years of experience Health Fitness Management Second Edition is the fundamental resource for the management and operation of health and fitness facilities and programs Enhanced with practical scenarios and applied knowledge it provides a solid foundation for students preparing for a management career in the health and fitness industry and serves as an essential reference for professionals already enjoying the challenges and opportunities of club management For information on system requirements or accessing an E book after purchase click here

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Proportional Plus Reset Control Systems Proportional Plus Rate Control Systems Proportional Integral Derivative Control Systems Controllers Valve Actuators MATHEMATICS The Mathematics Fundamentals Handbook includes a review of introductory mathematics and the concepts and functional use of algebra geometry trigonometry and calculus Word problems equations calculations and practical exercises that require the use of each of the mathematical concepts are also presented Calculator Operations Four Basic Arithmetic Operations Averages Fractions Decimals Signed Numbers Significant Digits Percentages Exponents Scientific Notation Radicals Algebraic Laws Linear Equations Quadratic Equations Simultaneous Equations Word Problems Graphing Slopes Interpolation And Extrapolation Basic Concepts Of Geometry Shapes And Figures Of Plane Geometry Solid Geometric Figures Pythagorean Theorem Trigonometric Functions Radians Statistics Imaginary And Complex Numbers Matrices And Determinants Calculus CHEMISTRY The Chemistry Handbook includes information on the atomic structure of matter chemical bonding chemical equations chemical interactions involved with corrosion processes water chemistry control including the principles of water treatment the hazards of chemicals and gases and basic gaseous diffusion processes Characteristics Of Atoms The Periodic Table Chemical Bonding Chemical Equations Acids Bases Salts And Ph Converters Corrosion Theory General Corrosion Crud And Galvanic Corrosion Specialized Corrosion Effects Of Radiation On Water Chemistry Synthesis Chemistry Parameters Purpose Of Water Treatment Water Treatment Processes Dissolved Gases Suspended Solids And Ph Control Water Purity Corrosives Acids And Alkalies Toxic Compound Compressed Gases Flammable And Combustible Liquids ENGINEERING SYMBOLOGY The Engineering Symbology Prints and Drawings Handbook includes information on engineering fluid drawings and prints piping and instrument drawings major symbols and conventions electronic diagrams and schematics logic circuits and diagrams and fabrication construction and architectural drawings Introduction To Print Reading Introduction To The Types Of Drawings Views And Perspectives Engineering Fluids Diagrams And Prints Reading Engineering P neutron characteristics reactor theory and nuclear parameters and the theory of reactor operation Atomic Nature Of Matter Chart Of The Nuclides Mass Defect And Binding Energy Modes Of Radioactive Decay Radioactivity Neutron Interactions Nuclear Fission Energy Release From Fission Interaction Of Radiation With Matter Neutron Sources Nuclear Cross Sections And Neutron Flux Reaction Rates Neutron Moderation Prompt And Delayed Neutrons Neutron Flux Spectrum Neutron Life Cycle Reactivity Reactivity Coefficients Neutron Poisons Xenon Samarium And Other Fission Product Poisons Control Rods Subcritical Multiplication Reactor Kinetics Reactor

**Maintaining Mission Critical Systems in a 24/7 Environment** Peter M. Curtis, 2021-02-17

The new edition of the leading single volume resource on designing operating and managing mission critical infrastructure Maintaining Mission Critical Systems in a 24 7 Environment provides in depth coverage of operating managing and maintaining power quality and emergency power systems in mission critical facilities This extensively revised third edition provides invaluable insight into the mission critical environment helping professionals and students alike understand how to

sustain continuous functionality minimize the occurrence of costly unexpected downtime and guard against power disturbances that can damage any organization's daily operations Bridging engineering operations technology and training this comprehensive volume covers each component of specialized systems used in mission critical infrastructures worldwide Throughout the text readers are provided the up to date information necessary to design and analyze mission critical systems reduce risk comply with current policies and regulations and maintain an appropriate level of reliability based on a facility's risk tolerance Topics include safety fire protection energy security and the myriad challenges and issues facing industry engineers today Emphasizing business resiliency data center efficiency cyber security and green power technology this important volume Features new and updated content throughout including new chapters on energy security and on integrating cleaner and more efficient energy into mission critical applications Defines power quality terminology and explains the causes and effects of power disturbances Provides in depth explanations of each component of mission critical systems including standby generators raised access floors automatic transfer switches uninterruptible power supplies and data center cooling and fuel systems Contains in depth discussion of the evolution and future of the mission critical facilities industry Includes PowerPoint presentations with voiceovers and a digital video library of information relevant to the mission critical industry Maintaining Mission Critical Systems in a 24/7 Environment is a must read reference and training guide for architects property managers building engineers IT professionals data center personnel electrical mechanical technicians students and others involved with all types of mission critical equipment

The Facility Management Handbook David G. COTTS PE, CFM, Kathy O. ROPER CFM, LEED AP, Richard P. PAYANT CFM, CPE, 2009-07-22 Based on best practices and proven research The Facility Management Handbook has long been the go to resource for professionals in the field Extensively updated for the realities of today's workplace the third edition provides readers with the tools and guidance they need to wipe out inefficiency and create a productive facility that integrates people place and process Covering a broad range of topics from space planning and maintenance to benchmarking and outsourcing readers will gain practical insight into how they can design construct and maintain facilities using sustainable practices provide a safe attractive work environment that supports productivity ensure that facility plans match organizational needs plan and control capital expenditures address critical security and emergency preparedness issues Complete with case studies and indispensable information on sustainability and post 9/11 security concerns this is still the ultimate resource for facility managers

*The Facility Manager's Guide to Environmental Health and Safety* Brian J. Gallant, 2007-12-07 Addressing everything from the history of the federal agencies that enforce the regulations to the requirements of the regulations themselves this new book provides facility managers with a comprehensive instruction manual for understanding and complying with the major Occupational Safety and Health Administration OSHA Environmental Protection Agency EPA and Department of Transportation DOT regulations Whether you manage a chemical facility a warehouse or an office building you'll learn what

your roles and responsibilities are and how to address your facility's environmental health and safety issues. In addition to discussing such legal requirements as recordkeeping, respiratory protection, hazardous waste management, and training, hazard communication, and emergency response, author Brian Gallant provides practical recommendations for establishing and implementing safety and health procedures. He also provides nearly two dozen checklists, forms, and sample documents to help you establish and maintain a successful environmental health and safety program, including a safety meeting report template, a fire prevention audit checklist, a hazardous waste area weekly inspection checklist, and a Chemical Use in Facility Areas Self Audit checklist.

**Guidelines for Managing Process Safety Risks During Organizational Change** CCPS (Center for Chemical Process Safety), 2013-12-13. An understanding of organizational change management (OCM) is an often overlooked subject that is essential for successful corporate decision making with little adverse effect on the health and safety of employees or the surrounding community. Addressing the myriad of issues involved, this book helps companies bring their OCM systems to the same degree of maturity as other process safety management systems. Topics include corporate standard for organizational change management, modification of working conditions, personnel turnover, task allocation, changes in organizational hierarchy, and organizational policy changes.

*The Facility Manager's Guide to Environmental Health and Safety* Brian Gallant, 2008. Addressing everything from the history of the federal agencies that enforce the regulations to the requirements of the regulations themselves, this new book provides facility managers with a comprehensive instruction manual for understanding and complying with the major Occupational Safety and Health Administration (OSHA), Environmental Protection Agency (EPA), and Department of Transportation (DOT) regulations. Whether you manage a chemical facility, a warehouse, or an office building, you will learn what your roles and responsibilities are and how to address your facility's environmental health and safety issues. In addition to discussing such legal requirements as recordkeeping, respiratory protection, hazardous waste management, and training, hazard communication, and emergency response, author Brian Gallant provides practical recommendations for establishing and implementing safety and health procedures. He also provides nearly two dozen checklists, forms, and sample documents to help you establish and maintain a successful environmental health and safety program, including a safety meeting report template, a fire prevention audit checklist, a hazardous waste area weekly inspection checklist, and a Chemical Use in Facility Areas Self Audit checklist.

*Facilities @ Management* Edmond P. Rondeau, Michaela Hellerforth, 2024-01-31. Facilities Management Reference work describing the evolution of Facilities Management from a global perspective as experienced by the leaders in the field. With valuable insights from over fifty diverse contributors from all around the world, Facilities Management: Concept, Realization, Vision: A Global Perspective describes the evolution of the Facilities Management (FM) internationally, discussing the past, present, and future of a profession that has grown significantly over the last forty years. The contributors are made up of industry professionals, many of whom are the founders of the profession, and members from academia teaching future FM leaders. This edited work is a

Facilities Management anthology with a focus on reviewing the origin of the industry through best practices and lessons learned from some of the sharpest minds in the field Facilities Management Concept Realization Vision A Global Perspective includes information on Handling legal compliance strategic policies and overall best practices to ensure a successful career in the field Understanding practical guidance for the role of Facilities Management in the world s biggest challenges including sustainability and climate change Building systems and equipment through strong technical knowledge project management and communication and interpersonal skills Managing a diverse range of stakeholders and contractors and adapting to changing technologies regulatory requirements and socio political and ecological challenges With unique firsthand insight including case studies from thought leaders in FM from 16 countries around the world this book is ideal for practicing FM professionals as well as students and researchers involved in the field

**Decisions and Orders of the National Labor Relations Board** United States. National Labor Relations Board,2013

**Maintenance Management Systems for Municipal Wastewater Facilities** United States. Environmental Protection Agency. Office of Water Programs Operations,United States. Environmental Protection Agency. Office of Water Program Operations. Municipal Operations Branch,1973

International Facility Management Kathy Roper,Lisa Borello,2014-02-17 This up to date compilation of topics on the maturity and changes occurring within facility management worldwide offers insights into the growth and development of FM and its impact on today s business organisations International Facility Management presents a comprehensive and diverse collection of topics that provides current cutting edge research in the evolving field of FM The editors here offer a holistic approach to both the study and the practice of facility management incorporating the perspective of scholars and practitioners from across the globe Topics covered deal with the changes occurring in the field today and include key research areas for both academics and practitioners The focus is on actual practice of FM organizations rather than on what FM should be and the authors examine the latest techniques models and case studies to provide a unique exploration of the new global world of facility management Chapters here cover the changing spectrum of topics including sustainability and energy conservation and workplace transitions for greater collaboration The international scope and emphasis on maturity and professionalism of the field further sets this book apart from its competitors

**Planning Guide for Maintaining School Facilities** Tom Szuba,2003

The Care and Keeping of Cultural Facilities Angela Person-Harm,Judie Cooper,2014-03-25 Museum facility management is a vital part of running a museum but can involve special challenges that even knowledgeable facility managers have not encountered before The target audience for this book is both museum administrators who need to learn more about facility management and facility managers who are stepping into the museum environment for the first time This book fills a gap in museum administration literature by providing best practices guidance that can be used to increase efficiency save money and improve the guest experience Special attention is paid to Strategic planning for cultural facilities Special event preparations Implementing sustainability initiatives Predictive

and reliability centered maintenance RCM Environmental controls for collections conservation and Training for maintenance and operations personnel *Security Manager's Guide to Disasters* Anthony D. Manley, 2009-07-29 Terrorist or criminal attack fire emergency civil or geographic disruption or major electrical failure recent years have witnessed an increase in the number of natural disasters and man made events that have threatened the livelihoods of businesses and organizations worldwide *Security Manager's Guide to Disasters Managing Through Emergencies* **The Complete Guide to Fitness Facility Management** Sarah Bolitho, Paul Conway, 2015-04-12 The Complete Guide to Fitness Facility Management is the must read guide for any fitness professional who aspires to become a manager Managing a fitness facility is different to all other forms of management and requires a range of skills knowledge and expertise This book reflects the different needs of this particular market from legal obligations staff management best practice budgeting marketing and sales to customer service health and safety personnel management and much more Gym chains and leisure centres are more popular than ever but it is a cut throat business of targets and high turnover learn how to make your business a success stand out from your peers and make your mark on the industry This is the first UK focused book to outline the skills and knowledge needed to be a successful gym manager a core manual for any fitness professional with career ambitions and a necessary purchase for managers looking to improve their skills or upskill their staff This is the essential handbook for fitness professionals promoted to gym management

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### **Facility Maintenance Supervisor Job Description Introduction**

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