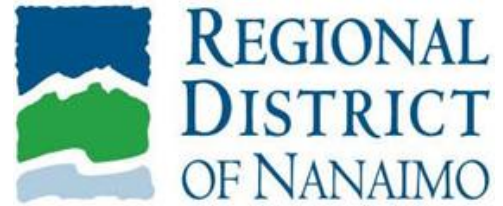


EMPLOYMENT OPPORTUNITY

Building Operator

Temporary Full-Time | External
Facilities and Fleet
Competition No.: 2026-1085



APPLICATION DETAILS

To apply for this position, send your cover letter and resume to rdncareers@rdn.bc.ca, clearly highlighting your education, experience, and qualifications relevant to the role. **Please quote 2026-1085 in the subject line of your email to ensure proper processing.**

***Applications will be accepted until:
4:00 pm on August 19, 2026***

Date Posted: August 5, 2026

ELIGIBILITY LIST

This competition may establish an Eligibility List for the Building Operator position. The list may be used to fill future TFT Building Operator vacancies within Facilities and Fleet. For more information about eligibility lists, see Letter of Understanding #15.

CRIMINAL RECORD CHECK

A satisfactory Criminal Record Check is a condition of employment with the Regional District of Nanaimo.

We thank all applicants in advance for their interest; however, only those selected for further consideration will be contacted.

ABOUT THE ROLE

The Regional District of Nanaimo is seeking a temporary full-time Building Operator with Facilities and Fleet.

Reporting to the Manager, Facilities and Fleet (MFF), the Building Operator is responsible for the inspection, maintenance, and repair of buildings and grounds owned and/or leased by the Regional District of Nanaimo (RDN). The Building Operator will be required to assist in facilitating office renovations, office moves, and facility systems upgrades as scheduled. Under the direction of the MFF, this position will assist in fleet maintenance and in the coordination of external services and resources and will review requirements, oversee progress, and evaluate the performance of contractors.

QUALIFICATIONS

Qualifications include completion of a Fifth Class Power Engineer certification or other relevant Red Seal Trade, a minimum of five years of diversified experience in building operation and maintenance—including large-scale (over 2000 m²) heating and ventilation systems—possession of a valid Class 5 BC Driver's License, and experience with a maintenance management system are required.

SKILLS & ABILITIES

Sound knowledge and recognition of safety hazards and proper safety practices used in facility operations, strong customer service skills are essential. Ability to perform physical work outdoors in all weather conditions for extended periods of time.

POSITION DETAILS

This is a temporary full-time (40 hours per week) Union position, with varied hours of work including evening and weekends for six (6) months, with the possibility of ending early depending on the operational needs of the department. The (2026) rate of pay is \$42.09 to \$44.30, plus 12.4% in lieu of benefits including vacation and statutory holidays, or the uninterrupted continuation of their benefits package as provided for in the Collective Agreement between the Regional District of Nanaimo and the Canadian Union of Public Employees, Local 401.



www.rdn.bc.ca



rdncareers@rdn.bc.ca

Building Operator
Facilities and Fleet Services
Pay Band 11

Job Summary

Reporting to the Manager, Facilities and Fleet (MFF), the Building Operator is responsible for the inspection, maintenance, and repair of buildings and grounds owned and/or leased by the Regional District of Nanaimo (RDN). The Building Operator will be required to assist in fleet maintenance, facilitating office renovations, office moves, and facility systems upgrades as scheduled. Under the direction of the MFF, this position will assist in the coordination of external services and resources and will review requirements, oversee progress, and evaluate the performance of contractors.

Primary Duties and Responsibilities

- Reviews, adheres to and supports the adherence to safe work procedures in the workplace and generally promotes a safe work environment.
- Responds to building maintenance requests and concerns in a professional and timely manner.
- Routinely performs building and grounds preventative and corrective maintenance for RDN owned and/or leased buildings and properties.
- Maintains accurate and detailed records of equipment, repairs, and maintenance.
- Routinely inspects and reviews the operation of building systems to ensure their proper operation.
- In conjunction with the Manager, develops and administers preventative maintenance schedules for RDN facilities.
- Identifies areas of improvement and implements appropriate changes within designated authority.
- Functions as liaison with departments and contractors to expedite resolutions to concerns, questions, and repairs.
- Schedules, coordinates, and oversees the work of skilled and properly trained personnel engaged in the repair and maintenance of RDN property, and equipment.
- Maintains and controls an inventory of spare parts, equipment, and tools. Provides insight and makes recommendations regarding the purchase of related inventory items on an ongoing basis.
- Develops, updates, and implements preventative maintenance standard operating procedures (SOPs) for equipment.
- Communicates with building occupants to gain an understanding of concerns, finds practical solutions, and makes recommendations to the MFF.
- Works with the Manager to annually set building and systems maintenance schedules and define requirements of contracted services; reviews them regularly to ensure work is done to the standard expected.
- Assigns employee security codes and pass cards and provides training for new employees in the use of building security systems.

Job Description

- Provides after-hours assistance to RDN employees, janitorial employees, administration and transit building security alarm systems and other after-hours emergencies such as but not limited to building damage, flooding etc., carries a mobile phone for on-call rotation.
 - Facilitates work that may require discretion and as such maintains confidentiality regarding all matters that affect the department and the RDN.
 - Participates in the maintenance of fleet vehicles.
 - Participates in the RDN's Emergency Operations Centre (EOC) as required.
 - Performs other duties and special projects as assigned.
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Job Qualifications

Education & Experience

- Completion of Fifth Class Power Engineer certification or other relevant Red Seal Trade.
- Minimum 5 years of diversified experience in building operation and maintenance which includes an understanding of major (larger than 2000 m²) building heating and ventilation systems and their operation.
- Possession of a valid Class 5 BC Driver's License.
- Experience with a maintenance management system is an asset.

Skills & Abilities

- Demonstrated professionalism, tact, and approachability.
- Strong organizational and time management skills are required along with the ability to prioritize work effectively.
- Sound knowledge and recognition of safety hazards and proper safety practices used in facility operations.
- Strong customer service skills are essential.
- A high degree of professionalism and ability to accurately respond to RDN staff, contractors, and other stakeholders.
- Sound knowledge and understanding of WHMIS and the WorkSafeBC Occupational Health and Safety Regulations.
- Contributes to a team environment and demonstrates a positive attitude.
- Ability to foster a positive work environment.
- Flexible with the ability to adapt to varied assignments.
- Works efficiently under pressure of interruptions, time limitations, and constraints.
- Demonstrate knowledge and experience of basic computer functions as well as basic keyboarding skills.
- Ability to perform physical work outdoors in all weather conditions for extended periods of time.
- Ability to work independently and effectively with minimum supervision.
- Standard First Aid Course.
- Ability to work outside of regular hours and be available for on-call is required.

Note: This position is not eligible for remote work.

Reporting Relationship

Job Description

Reports to: Manager, Facilities and Fleet