

**DEPARTMENT: MAINTENANCE  
POSITION: ASSISTANT MANAGER**

**Duties:**

**To Assist the Director and Manager with but not limited to:**

- Organize and delegate day to day or emergency repairs and maintenance to existing stationary and mobile equipment, civil utility systems, life safety systems, structures and related facilities.
- Planning and implementation of scheduled regular maintenance to The Gardens infrastructure.
- Design and development of alterations, new installations and projects.
- Estimate quantities of materials required from plans and site information, issue purchase orders, order and receive materials for projects and process the associated documents.
- Coordination and supervision of Capital Projects as required.
- Coordination of work with other departments so as to cause the least disruption to other staff and the visitors.
- Work with other departments with non-maintenance related tasks as the need arises to ensure the Gardens meets its seasonal time lines.
- Ensuring that workers are trained in use of equipment and tools and that they comply with all Work Safe BC Regulations while carrying out their duties.
- Ensure work carried out meets B.C. Building, Plumbing, Electrical, Fire and Gas Codes, CSA Standards, NFPA Regulations and any other applicable regulations and standards.
- Ensure that staff follow company Policies and Procedures.
- Asset management of existing facilities and their associated mechanical equipment as well as various departmental specialized equipment e.g. refrigeration, restaurant, greenhouse, HVAC and other specialized equipment.
- After hours “Off Property” on-call duties may be required.

**Requirements:**

- Valid Red Seal Trade Certificate of Qualification in a related trade, or a Diploma from a recognized two year technical program in a related discipline. eg: electrical, structural, mechanical or civil.
- Minimum 10 years as a Journeyperson/Technician, well rounded, in all phases of their trade.
- Excellent working knowledge of The Gardens facilities, equipment, civil and mechanical installations would be an asset.
- Valid BC Driver’s License with clear abstract.
- Working knowledge of WHIMIS, WorkSafe BC and BC Codes, Regulations and Standards.
- Demonstrated competency in reading technical documents and drawings.
- Excellent communication, interpersonal and organizational skills with the ability to analytically problem solve, prioritize and multi task.
- Proven ability to supervise, lead and motivate staff.
- Proficient with computers and Microsoft Office Applications.
- Familiarity with Facilities Maintenance theory and/or CAD software would be assets.

This is a full-time, year-round position with a 6-month probationary period. Shifts will be Monday to Friday 7:00am – 3:30pm. Occasional overtime, evening and weekend work should be expected.

Please submit a cover letter, resume and copy of Trade Qualification online through our website, or to the Human Resources Department, The Butchart Gardens, 800 Benvenuto Ae., Brentwood Bay, BC V8M 1J8.  
email: [hr@butchartgardens.com](mailto:hr@butchartgardens.com)

***We sincerely thank all those who apply, however, only those short-listed will be contacted.***