

EMPLOYMENT OPPORTUNITY WOODLANDS COUNTY



Facilities Maintenance Coordinator – Competition No. 2026-06

Reporting to the Director of Infrastructure Services, this position is responsible for maintaining the condition of the County's buildings and facilities to ensure compliance with legislative requirements, health and safety standards, and operational efficiency. The coordinator is the primary contact for all building- and facilities-related projects, upgrades, repairs, maintenance, and urgent needs.

Functional Responsibilities

- Perform ongoing minor preventive maintenance and repair work on facility mechanical, plumbing, electrical, structural, and other installed systems to ensure facilities are safe, functional, and well-maintained; and balance urgency, safety, and long-term facility needs.
- Maintain, or coordinate contract resources to operate all HVAC systems and associated equipment.
- Coordinate and complete day-to-day maintenance, repairs, and minor upgrades across County buildings and facilities, and respond to facility issues in a timely and practical manner.
- Record all maintenance activities on County assets using the work order system (Citywide), asset registers, and respond to service requests.
- Manage preventive maintenance contracts (including monitoring and coordinating preventative maintenance schedules) for items such as the HVAC system, maintenance alarms, and other facility equipment.
- Serve as primary contact and response for building and facility emergencies, which may include evening and/or weekend response.
- Support after-hours and seasonal facility needs and activities as required.
- Perform inspections, prepare and submit reports on the conditions of facilities, and recommend actions, and work closely with internal stakeholders to identify facility priorities.
- Assist in budget preparation to ensure costs related to ongoing maintenance and upgrades are included and provide Project and Contractor oversight for small to mid-size projects.
- Collaborate with Asset Management to develop condition assessment criteria and complete assessments.

Functional Requirements

- Ability to read and understand drawings, scopes of work, and technical documentation.
- Strong organizational skills with the ability to manage multiple priorities.
- Practical problem-solving skills with a results-focused mindset.
- Be available for occasional evening or emergency response meetings as required.
- Demonstrate strong interpersonal and communication skills, fostering collaboration, trust, and teamwork across departments, with attention to safety, quality, and follow-through.

Qualifications & Education Requirements

- Certificate, diploma, or equivalent experience in facilities management, construction, building maintenance, trades, or a related field.
- Demonstrated experience coordinating building maintenance, renovations, or construction-related work.
- Strong practical knowledge of building systems, including HVAC, electrical, plumbing, and general maintenance.
- Experience working with contractors, trades, and service providers.
- Familiarity with procurement processes, requisitions, and basic contract administration.
- Must possess and maintain a valid Class 5 Alberta driver's licence.

POSITION TYPE

Full-time
Permanent

HOURS OF WORK

Monday to Friday – 40 hrs./week

SALARY RANGE

\$79,950 to \$104,316

COMPETITION CLOSE DATE

Until suitable candidate is selected

HOW TO APPLY

Submit your cover letter and resume email to:
hr@woodlands.ab.ca

Please reference the competition number.

We thank all applicants for their interest. Only those selected for interviews will be contacted.

ABOUT OUR MUNICIPALITY

Woodlands County is a rural municipality approximately 150 kilometers northwest of Edmonton, with an area of 7,668 square kilometers. The County surrounds the Town of Whitecourt and includes the hamlets of Blue Ridge, Goose Lake, and Fort Assiniboine. With a population of over 5,250 people, Woodlands County is a thriving natural playground, welcoming families, businesses, and tourists alike to experience and enjoy all there is to offer.

CONTACT US

P: 1-888-870-6315 | E: hr@woodlands.ab.ca | PO Box 60, 1 Woodlands Lane, Whitecourt, AB T7S 1N3