



Facilities Supervisor

The Town of Bradford West Gwillimbury's Community Services Department is seeking a highly energetic, motivated and organized individual to ensure the efficient operation and maintenance of its leisure facilities including the new Bradford Commons, courthouse, health centre and Town facilities.

Reporting to the Manager of Leisure Facilities, the Facilities Supervisor is responsible for a variety of duties associated with the operation of leisure facilities.

Duties and Responsibilities

- Oversee the operations of municipal facilities including building maintenance, equipment maintenance and ensure the safe operation of the buildings HVAC and electrical systems.
- Provide leadership to the facility operations team through mentoring and training.
- Performs administrative tasks such as scheduling, payroll and performance evaluations.
- Works with the Manager on various tasks, including budget, staff recruitment, and creating standard operating procedures.
- Ensures that all security measures, policies and health and safety procedures are followed.
- Responds to inquiries from the public, staff, contractors and user groups.
- Maintains safe and efficient operation of all facility operations.

Key Competencies and Qualifications:

- Post secondary education in recreation, facilities management or related discipline.
- Demonstrated experience in a municipal recreation environment, and supervisory experience in a unionized setting.
- Basic Arena Refrigeration Certificate from the ORFA.
- Certified Pool Operator (CPO) certificate.
- CIT designation, CAT designation, or a Refrigeration B license is considered an asset.
- thorough working knowledge of recreational facility maintenance, arena plant operations, ice making procedures, pool filtration systems and chemistry, HVAC systems, and the Occupational Health and Safety Act.
- Proven skills in public relations, customer service, interpersonal skills, project/time management, and analytical problem solving.
- Able to communicate effectively, professionally and courteously with all levels of staff, external contacts and the public.
- Able to promote a culture of inclusiveness and work with a diverse population of employees, participants, agencies and the public.
- Availability to work flexible hours, including evenings and weekends.
- Possess a valid Class G driver's license in good standing.
- Must be able to provide a satisfactory Vulnerable Sector Screening upon hire.

The position offers a salary range of \$83,328 to \$104,160 based on a 40-hour workweek (2024 rates) plus a competitive benefit package and an option for flexible work arrangements.

To explore these challenging opportunities further, we invite qualified applicants to visit the [current opportunities](#) section of the Towns career site. Closing date for this position is February 28, 2024.

We thank all applicants for their interest. However, only those being considered for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act, and will only be used for candidate selection.

The Town of Bradford West Gwillimbury is committed to equity in employment. As an equal opportunity employer, we are committed to establishing a qualified workforce that is reflective of the diverse population we serve. We encourage applications from Indigenous peoples, racialized people, persons with disabilities, and those who identify as LGBTQ2S+.

The Town of Bradford West Gwillimbury is committed to providing accommodations based on any human rights protected grounds and in accordance with the AODA, throughout the recruitment and selection process. If you require accommodation, please notify us when contacted for an interview and we will work with you to meet your needs.