



Program Manager, Facilities Maintenance
Finance & Corporate Support Services/Program Manager, Facilities Management
File #24-P-20

Located on the Trent-Severn Waterway in the heart of the Kawartha tourism region, Peterborough is a unique community known for its exceptional quality of life and beautiful setting. Peterborough has it all – a multitude of recreational opportunities, a diverse industrial, commercial and agricultural base, quality health care and excellent schools – including two outstanding post-secondary institutions. Peterborough is just one hour from the Greater Toronto area.

Job Details

Coordinate day-to-day maintenance services for all City facilities and rental properties; Create, Maintain, coordinate and issue work orders for all maintenance services; Provide leadership to and work in conjunction with other City staff and in partnership with City and County affordable housing providers as required, to assess, plan and implement short and long term repair programs and projects within the housing portfolio; Attend facilities where necessary to understand work requests or verify completion of work; Oversee and manage maintenance budgets, create purchase orders, authorize and reconcile invoices for all maintenance work; Maintain and oversee the Divisions AutoCAD Master Floor Plans of all City Facilities; Maintain the Asbestos Management Program (AMP) database for all City facilities; Oversee, coordinate and maintain all Operation and Maintenance Manuals for capital renovation and new build projects; update the master floor plans and CMMS with all new information; provide back-up to the Program Manager, Facilities Preventative Maintenance and the Manager, Facilities & Energy as required.

Qualifications

This position requires an individual who is a Certified Engineering Technician (CETech) or Technologist (CET), registered with the Ontario Association of Certified Engineering Technicians and Technologists (OACETT) and is a Certified Maintenance Management Professional (MMP), registered with the Plant Engineering and Maintenance Association of Canada in addition to 5 years of related experience in facility services, CMMS operation, AutoCAD, and a building maintenance/construction environment to understand the general disciplines and maintenance requirements of a large municipal facility operation with varying diverse building operations, or the equivalent combination of education and experience. Ability to read and interpret architectural, structural, mechanical, and electrical drawings, Operation & Maintenance manuals, project specifications and contract documentation. Proficient with MS Office suite of applications along with the ability to quickly learn new software applications and information systems. Well-developed interpersonal and communication skills, both verbal and written; strong organizational, time management and problem-solving skills; and the ability to manage competing priorities and coordinate a number of tasks at one time. Able to work independently with minimal supervision. Must be a team player with a commitment to quality customer service.

Salary

\$103,138.00-\$112,737.00

Application Information

Qualified applicants are invited to submit 1 file containing a résumé and cover letter (ensure your name is in the title of the document), quoting file number **24-P-20** on the file as well as in the subject line, no later than 12:00 p.m. on **Wednesday, March 6, 2024**, to, recruiting@peterborough.ca

The City of Peterborough is an organization that strives to embrace the spirit of inclusion, diversity, equity and accessibility. We are an equal opportunity employer committed to building an inclusive and barrier-free environment in which all individuals

have access to the City's goods, services and facilities. If contacted for an employment opportunity, please advise Human Resources if you require an accommodation.

The personal information submitted for employment is collected under the Freedom of Information and Protection of Privacy Act and will be used to determine eligibility for employment. We thank you for your application but advise that only those selected for an interview will be contacted.

www.peterborough.ca/jobs