



Job Posting

Job Title:	Supervisor of Facilities
Department:	Public Works
Reports to:	Manager of Facilities
Rate of Pay:	\$99,016.46 - \$111,846.00 per annum
Posting Date:	August 9, 2024
Posting Deadline:	August 23, 2024

Summary

Reporting to the Manager of Facilities, the Supervisor of Facilities will assist with overseeing the day-to-day activities related to the operation and maintenance of all municipal facilities including the Vollmer Culture and Recreation Complex. This position will ensure compliance with safety regulations, efficient budget management, and coordination of maintenance tasks. Your strong organizational and communication skills will be essential in creating a positive and productive workplace for our employees and a safe and comfortable environment for our customers.

Other responsibilities include employee supervision and scheduling, overseeing daily work, conducting regular site visits to ensure department and performance standards are maintained, responding to inquiries/complaints from the public, assisting with asset management and energy management, assisting with the preparation and tendering of quotation requests, consulting with external contractors, and ensuring compliance with all pertinent regulations and standards

Primary Duties and Responsibilities

1. Assist in developing and implementing maintenance plans, schedules, and strategies to ensure the proper functioning and compliance of facilities.
2. Monitor and assess asset management life cycles, conditions, and valuations

3. Support budget planning and manage allocated funds for maintenance activities, seeking cost-effective solutions while maintaining high facility standards.
4. Ensure compliance with all regulations, standards, and Town policy and procedures, and address compliance issues.
5. Maintain arenas, ice surfaces, indoor and outdoor pools, fitness equipment, concession area and other areas in accordance with regulations established by the Health Unit, Public Pool Regulations, Technical Standards and Safety Authority (TSSA) and other regulators
6. Contribute to the implementation of energy-saving practices and sustainable initiatives to reduce operational costs and minimize the environmental footprint of facility operations
7. Ensure timely completion of preventative maintenance for building systems
8. Schedule and maintain a cleaning schedule for all facilities
9. Organize and schedule building maintenance work orders for all facilities
10. Ensure programming events are setup, taken down, and cleaned as required
11. Conduct on-site visits in order to confirm that work is being completed in accordance with quality standards
12. Assist in the development of tender and quotation requests as required to procure facility equipment, maintenance, etc.
13. Assist with managing and enforcing divisional health and safety program
14. Assist with reviewing, recommending, and developing departmental policies as required
15. Assist preparing Council reports, and attend Council meetings as required
16. Assist with divisional human resources
17. Assist with managing maintenance contracts and joint-use facility agreements
18. Assist with guidance and support to direct reports
19. Monitor and approve employee scheduling
20. Assign and track work orders as required
21. Monitoring and ordering of inventory
22. Assist with receiving, approving, and coding divisional invoices
23. Provide emergency on-call support for after-hours coverage, including backup to other areas within Public Works
24. Monitor and coordinate staff training
25. Assist with the administration of one collective agreement
26. All other duties as assigned

Qualifications

- Two (2) year Power Engineering Technology – Mechanical Diploma, or two (2) year Heating, Refrigeration and Air Conditioning Technology Diploma, or equivalent
- Minimum five (5) years previous related experience
- Excellent analytical, organizational, and problem-solving skills
- Ability to prioritize and manage multiple tasks effectively
- Strong knowledge of Microsoft Office (Word, Excel, Outlook)

- Strong verbal and written communication skills
- Hold and maintain a valid Class “G” driver’s licence

Qualifications Considered Assets

- Bachelor of Applied Technology - Architecture - Project and Facility Management
- Skilled trade related to Millwright, Plumbing, Electrician, and/or HVAC systems
- Certified Ice Technician
- Certified Pool Operator

Working Conditions

- Duties shall primarily be performed indoors, however some outdoor duties may be required in all weather conditions
- Safety equipment as required (i.e. safety shoes, glasses/goggles, hearing protection, etc.)
- Manual dexterity to use desktop computer, peripherals, etc.
- Periodic local and out of town travel required
- Operation of motor vehicle

Hours of Work

- Primary hours of work are Monday to Friday (35 hours)
- Flexibility in hours of work may be required for special events, facility supervision, contractor schedules, Council meetings, etc.
- On-call duties as required

Physical Requirements

- Physical work environment requiring extended periods of walking, standing, crouching, bending, kneeling, climbing, sitting, and driving

Leadership Responsibilities

- 14.31 FTE’s
 - 11 full-time employees
 - 10 part-time employees

Application Process

We thank all applicants who apply, but only those candidates selected for an interview will be contacted. Personal information is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act and will be used solely for the purpose of candidate selection. We are dedicated to equal opportunity. Accommodations are available

for all parts of the recruitment process. Applicants need to make their needs known in advance.