

Job Title: Supervisor, Building Life Cycle

Requisition ID: 2621

Affiliation: Exempt

Position Type: Permanent Full Time

Number of Openings: 1

Bi-weekly Working Hours: 70 hours bi-weekly

Shift/Work Schedule: Monday to Friday (subject to change)

Department/ Branch: Facility Services, Building Life Cycle

Job Location: Fort McMurray

Salary: Competitive Salary

COLA: Bi-Weekly - \$480

Reposted (dd/mm/yyyy): 17/08/2024

Closing Date (dd/mm/yyyy): 01/09/2024

Posting Type: Internal and External

GENERAL DESCRIPTION:

The Supervisor, Building Life Cycle, is responsible for providing guidance and support in all areas of accommodation and construction. The incumbent sets the priorities and leads the Municipality's Building Life Cycle Program. Primary responsibilities of this position include:

Employee Development: Performs supervisory tasks for assigned team members. Works with the team to plan and balance workload. Ensures teams are managed fairly and consistently and that work processes are followed and coordinated to ensure service levels. Mentors, coaches, and provides support to staff. Assists in recruitment and training of staff.

Research and Implementation: Participates in the continuous research, development, improvement, and implementation of effective departmental strategies, tools, and guidelines based on the Municipality's best practices. Analyzes the effectiveness of departmental programs and makes suggestions for further improvement. Provides input to department business plans, initiatives, and budgets to ensure continuous achievement of department goals.

Departmental Guidance: Guides administrative and technical work involving negotiations, contract management, coordination, and administration. Manages client relations to ensure commitments are met and provided services are enhanced. Develops preventative maintenance programs (Life-Cycle System) and formulate work plans.

SKILLS REQUIREMENTS:

- Ability to empower people, strong organizational skills, and use of innovative approaches in situations involving rapid change, shifting priorities, and/or simultaneous demands.
- Excellent interpersonal, analytical, and communication skills, both verbal and written, as well as a demonstrated ability to assess situations from a business perspective.
- Strong team player with a collaborative style and project management and facilitation skills.
- Proven customer focus with demonstrated ability to build effective relationships with internal customers, external providers, and industry contacts.
- Proficient in various software applications.
- Sound, practical judgment using independent decision making.
- Considerable knowledge of construction methods, practices, materials, supplies, equipment and labour requirements.

EDUCATION:

- Alberta-certified Journeyman Trade in a related field or related diploma is required. An equivalent combination of education and work experience may be considered.

EXPERIENCE:

- Seven (7) years experience in a facilities maintenance and operations and/or construction environment with a minimum of two (2) years experience in a leadership/supervisory capacity.
- Experience working in a public sector environment with unionized and non-unionized employees are considered an assets.

OTHER REQUIREMENTS:

- Submission of a Criminal Record Check.
- A valid Class five (5) Operator's License is required as incumbent will be required to operate a personal or municipal vehicle for business use on a regular basis.

SAFETY:

As an employee of the Regional Municipality of Wood Buffalo, the incumbent is responsible and accountable for knowing and working in accordance with the Health and Safety Directive. As per section 2 of the Occupational Health and Safety Act, the incumbent shall ensure while in the employ of the Regional Municipality of Wood Buffalo the health and safety of employees, contractors, and the public.

This position is employed in a supervisory capacity. As such the employee is required to obtain additional safety training in accordance with municipal procedures and directives.

**To apply: Please visit our website at jobs.rmwb.ca
Current employees must apply through the internal careers site.
We appreciate the interest of all applicants; however, only those individuals
selected for interviews will be contacted. Late applications will not be accepted.**