

# Job Title: Supervisor, Maintenance

**Requisition ID:** 2848

**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)

**Division/ Branch:** Environmental Services, Maintenance

**Job Location:** Fort McMurray

**Salary:** Competitive Salary

**COLA:** Bi-Weekly - \$480

**Reposted (dd/mm/yyyy):** 12/08/2024

**Closing Date (dd/mm/yyyy):** Open Until Filled

**Posting Type:** Internal and External

## GENERAL DESCRIPTION:

The Maintenance Supervisor within the Maintenance Branch is accountable for detailed maintenance work execution and providing support to operations groups for any maintenance issues through the application of the maintenance management system. The incumbent will consider cost control to minimize operational downtime of municipal equipment while achieving budgeted targets in a safe, cost-effective, and timely manner.

**Employee Development:** Performs supervisory tasks for assigned team members. Works with 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:** Consults with and informs the public, community user groups, and other stakeholders of facility operations and progress. Routinely inspects work in progress and advises crews of required changes. Reviews and advises on the maintenance and issuance of tools, equipment, supplies, and materials required for the operation and maintenance of all facilities.

## 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.
- Proven ability to formalize, prepare and present technical reports.
- Detailed and thorough knowledge of production equipment and control systems in an industrialized setting.
- Solid understanding of maintenance programs and processes.
- Comprehensive knowledge of maintenance programs, processes, practices, performance measures, and scheduling tools and techniques.
- Excellent interpersonal, analytical, leadership, 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.

- Ability to demonstrate a strong mechanical acumen.
- Knowledge of computerized maintenance management systems (SAP or similar preferred) and materials management systems

#### **EDUCATION:**

- Alberta or Interprovincial Red Seal certified Journeyperson in the trade of Electrician or Instrumentation is required.
- An equivalent combination of education and experience may be considered.

#### **EXPERIENCE:**

- Seven (7) years experience in a related industrialized maintenance setting with a minimum of two (2) years experience in a supervisory role is required.
- Experience working in a public sector environment with unionized and non-unionized employees is considered an asset.

#### **OTHER REQUIREMENTS:**

- Ability to provide a Criminal Record Check for review and acceptance.
- 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.
- Clean driver's abstract is considered an asset.
- Must be willing to work outside in all conditions.
- Immunizations are strongly recommended for work in unsanitary conditions.

#### **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](http://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.**