



Lead, Facility Services

Permanent, Full-Time – 40 hours per week

\$86,960.64 - \$108,700.80/ annum

This position has been deemed safety-sensitive by the employer, and as such is subject to reasonable cause and post-incident drug and alcohol testing

At the City of Leduc, our mission is People. Building. Community. We offer a collaborative and dynamic workplace where our values of Teamwork, Service, Respect, and Leadership guide our conduct and contribute to a healthy culture. If you would like to work as part of a progressive organization and enjoy a fast-paced environment, this may be the opportunity for you.

Come Work With Us!

We are currently recruiting for a permanent, full-time Lead, Facilities for our Facility and Property Services Department.

What is this opportunity?

The Lead, Facilities reports to the Manager of Facility and Property Services. This position is responsible for the supervision of the staff for daily facilities operations which includes timesheet submission, vacation requests, training and orientation of new staff, and enforcement of city policy when required. The Lead, Facilities also ensure specific performance measures are achieved and record keeping, data entry associated with maintenance, coordinating contractors, sourcing suppliers, and parts and equipment are completed, while still completing a variety of skilled maintenance duties.

What will you do?

- Supervision and performance management of Facilities staff, including quarterly performance meetings and annual evaluations
- Positive mentorship of staff
- Coordinate staff and resources to assist the user groups, other departments or community groups working within the City
- Monitor assigned projects and staff to stay within budget and completion timelines
- Perform a variety of skilled maintenance duties on buildings and equipment, adhering to safe work practices and applicable codes

- Keep daily work records and assist in estimating and compiling yearly work requirements
- Complete work requests, preventative maintenance, and other activities assigned.

What do you need to succeed?

You are an ideal candidate if you have the following:

- Journeyman certification in one of the building trades or comparable education and experience, plumbing is preferred.
- Project Management Training or certification is an asset
- BOMI or IFMA Facility Management designation
- Class 5 driver's license
- Minimum of 3 years' supervisory experience
- Minimum of 6 years' experience in the trades with an Interprovincial License is preferred; comparable education and experience may be considered
- Experience in building operations and day-to-day facility management within mixed-use assets.
- Experience with Microsoft Office suite, accounting, and facility management software
- Strong organizational and time management skills with the ability to multitask and prioritize workload efficiently
- Good interpersonal and communication skills

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- Competitive salary
- LAPP pension
- Starting at three (3) weeks' vacation per year
- Comprehensive health, dental and wellness benefits, including a generous healthcare spending account
- Professional development opportunities
- Free parking
- Annual City of Leduc recreation pass, including access to free drop-in programs

Successful candidate must be willing to provide Driver's Abstract and CRC at own expense, and an Enhanced Security Clearance will be required.

If this sounds like you, we want to hear from you! To apply, please visit our website at: www.leduc.ca/careers

Competition closes at **11:59 pm (MT) on November 26, 2024.**