



Building Maintenance Supervisor

Full-Time -Out of Scope

North Battleford is located in west-central Saskatchewan. More than 15,000 people, who enjoy a cost of living that is one of the lowest in the country, rely on the daily services provided by the City's 250 full and part-time employees. Its relative size allows for a flexible municipal government while reducing red tape for a fast, friendly business development.

The Building Maintenance Supervisor is responsible for the day-to-day facility and maintenance operations, to assist in the smooth operation of City facilities. This position works collaboratively delivering a high level of customer service to their customers while delivering proactive and reactive building maintenance services. This leadership position which reports to the Building Maintenance Manager, oversees, mentors and supports City staff who are responsible for the preventative maintenance and repairs of all City facilities and infrastructure. The Facility Maintenance Supervisor also oversees work with contractors for the completion of building projects and service contracts as assigned.

Roles and Responsibilities

- Work closely with the Building Maintenance Manager to ensure high quality of maintenance operations, asset protection, and facility management.
- Ensure that all maintenance requests are addressed quickly and respectfully.
- Prioritize, schedule and direct the maintenance and repair of facilities.
- Supervise, ensure implementation and execution of maintenance procedures.
- Conduct regular inspections of facilities, equipment, and systems to identify needed improvements, upkeep, potential issues and implement preventive maintenance measures.
- Reviews planned improvements to ensure safe and functional facilities.
- Responsible for scheduling and assignment of resources of the City's building and facility preventative maintenance programs. Examples are the building envelope (Doors, Windows, Roof systems) and related mechanical equipment (Boilers, Pumps, Filtration Systems, Electrical Motors, Elevators, Fire Alarm, and HVAC systems) operation, maintenance and repair of traffic lights.
- Provide regular reports on the completion of preventative maintenance tasks and other repair work as assigned.
- Provide leadership and guidance to maintenance staff in the coordination of work efforts.
- Schedule work assignments, set priorities and delegate work accordingly. Provides consistent guidance and leadership. Performance management and evaluation of staff, including involvement with the disciplinary process when necessary.
- Practice diligent purchases in related to the supplies needed for all work.
- Provide input to the annual operational and capital budget process based on inspections, building component life expectancy, and asset protection principles for short and long term planning.
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Qualifications

- Grade 12 graduate education or equivalent with related post-secondary education or trades training.
- Demonstrated three to five years' progressive experience in a leadership role directly managing a building maintenance team.
- Three years' experience in the field of building maintenance, HVAC, and building systems controls.
- Formal education and/or demonstrated experience in project management is an asset.
- Refrigeration and Power Engineering experience and/or training is an asset.
- Enhanced RCMP security clearance is required and must be obtained within 12 months.

To view the comprehensive job description please contact HR at hr@cityofnb.ca

Competition Number: BMS2024
Salary: \$79,297 to \$98,818 (2024 OOS Wage Band 4)
Hours of Work: Monday to Friday, 8:00 am to 5:00 pm (40 Hours per Week)
Closing Date: Posting will remain open until a suitable candidate is hired

Contact Information

Interested candidates are invited to apply by submitting a detailed resume quoting job reference number to email:

hr@cityofnb.ca

City of North Battleford
1291 101st Street
P.O. Box 460
North Battleford, SK S9A 2Y6

Telephone: 306 445-1700
Fax: 306 445-0411

We thank all applicants for their interest; however, only those selected for interviews will be contacted.

The City is an equal opportunity employer and values diversity in the workplace. If you require accommodation according to the *Saskatchewan Human Rights Code*, please let us know in order for us to ensure that you can participate fully and equally during the recruitment and selection process.

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