



*A progressive city of 187,800 people located just a short 30-minute drive from Toronto, the **City of Oshawa** is one of Canada's fastest growing communities that is exceptionally positioned to live, work, learn and invest. Its strategic pursuit of sustainable growth, excellent community service delivery and cooperative partnerships have enhanced its quality of life advantage, while maintaining a strong commitment to financial stewardship.*

**Job Title:** Temporary Full-Time Supervisor, Facility Operations & Maintenance Services  
- Up to One (1) Year    **Posting Number:** 005434

**Department:** Community & Operations    **Branch:** Facility Operations and Maintenance Services

**Location:** Oshawa, ON.

**Posting Start Date:** 2025/07/14    **Posting End Date:** 2025/07/23 by 4:30p.m.

**Employment Group:** Exempt    **Salary Grade:** O-\$109,943 - \$129,346 per annum  
**Standard Weekly Hours of Work:** 40.00    **Shift Work Required:** Yes

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### Job Description

Reporting to the Manager, Facility Operations and Maintenance Services, the Supervisor, Facility Operations & Maintenance Services is responsible for the safe, efficient, and cost-effective daily operation of a diverse portfolio of municipal facilities, including but not limited to City Hall, operations depots, fire halls, arenas, recreation centers, community centers, park facilities, parking structures and surface lots, outdoor pools, splash pads, cemetery buildings, and Animal Services facilities.

### Responsibilities:

- Provide leadership to staff in the daily operation of municipal facilities, ensuring service levels are achieved and activities comply with regulatory, safety, and accessibility standards
- Develop and supervise preventive, corrective, and renewal maintenance programs for building systems, including HVAC, plumbing, electrical, refrigeration, water treatment, grounds, and building envelope
- Coordinate repair activities to ensure timely resolution and long-term durability of facility infrastructure

- Support the Manager in developing scopes of work for outsourced services and lead day-to-day coordination and regular planning meetings
- Conduct performance reviews to ensure service quality, compliance, schedule adherence, and cost-effectiveness
- Conduct regular and project-specific risk assessments and promote safety awareness across all work sites
- Assist in planning, monitoring, and controlling operational expenditures
- Assume a tactical leadership role in preparing for and responding to emergencies
- Ensure accurate and timely documentation of operations, maintenance activities, vendor performance, risk assessments, and compliance efforts
- Prepare clear and concise reports to support management in decision-making, performance tracking, and strategic planning
- Support continuous improvement initiatives, offer feedback for policy updates, and ensure adherence to corporate energy and sustainability policies
- Support and demonstrate the City of Oshawa core values of Authenticity, Courage, and Trust
- Other duties as assigned

### **Requirements:**

- Completion of a two (2) – three (3) year college diploma in Recreation Facility Management, Mechanical or Electrical Engineering, or a related discipline, plus a minimum of six (6) years of experience in building and operational maintenance within a unionized environment, including at least three (3) years in a supervisory or leadership capacity. An equivalent combination of education, training, and experience may be considered
- Ontario Recreation Facilities Association (ORFA) Basic Refrigeration Certificate is required or willing to obtain within six (6) months
- Certified Pool Operator (CPO) or Advanced Pool/Spa Certification is required or willing to obtain within six (6) months of hire
- The following certifications are considered an asset:
  - Red Seal Certification in a skilled trade (e.g., HVAC, Electrical, Plumbing)
  - LEED Accreditation (Leadership in Energy and Environmental Design)
  - Certified Energy Manager (CEM) or equivalent energy management designation
  - Building Operator Certification (BOC)
  - CMMS Training, with proficiency in systems such as Maximo or VFA for asset management and maintenance scheduling
  - Building Automation System (BAS) Certification
  - Municipal Administration or Public Sector Management Education
  - Certified Facility Manager (CFM)
  - Facilities Management Professional (FMP)
  - Project Management Professional (PMP)
  - Occupational Health and Safety Certification, in compliance with OHSA standards
  - Recreation Facility Management Certification

- TSSA Class “B” Refrigeration Certificate
  - Building Environmental Systems Certificate
- Proficient in using Microsoft Office Suite, PeopleSoft, Building Automation Systems (BAS), and Computerized Maintenance Management Systems (CMMS)
- Strong analytical, research and problem-solving abilities
- Excellent administrative and organizational skills
- Well-developed interpersonal, verbal and written communication skills
- Possession and maintenance of a valid Ontario Driver's Licence, in good standing (minimum Class “G”), a driver's abstract showing no demerit points, and the ability to pass the Corporation's tests for motor vehicle operation

As a condition of employment, the City of Oshawa will require successful candidates to provide a Criminal Records Check with Vulnerable Sector Search.

**Please be advised that position location as noted is at the time of posting and is subject to change, as required due to operational needs.**

Apply online: <https://oshawa.jobs.net/jobs>

We would like to thank all applicants however, please note that only those selected to attend an interview will be contacted and all other applicants will be kept on file. Applicants are advised that written, oral and practical testing may form part of the selection process.

City of Oshawa employees need to apply through the intranet (iConnect) in order to be considered as an internal candidate. All applicants are encouraged to provide a valid email address for communication purposes. Please ensure that you check your email regularly to receive any correspondence.

*The City of Oshawa is situated on lands and waters within the Williams Treaties Territory, home to seven First Nation communities of the Michi Saagiig and Chippewa Anishinaabeg, who have cared for and maintained these lands from time immemorial and continue to do so to present day. [Learn more](#)*

*We are an Equal Opportunity Employer in accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code (OHRC). The City of Oshawa promotes the principles of diversity, equity and inclusion and adheres to the tenets of the Canadian Human Rights Act and the Ontario Human Rights Code. The City of Oshawa encourages applications from women, Indigenous Peoples and persons of all cultures, ethnic origins, religions, abilities, ages, sexual orientations, and gender identities and expressions.*

*The City of Oshawa will provide accommodations throughout the recruitment and selection and/or assessment process to applicants with disabilities and/or needs related to the OHRC. If you require an accommodation during the recruitment process or assistance with the application process please contact Human Resource Services.*

*Personal information provided is collected under the authority of The Municipal Freedom of Information and Protection of Privacy Act.*