

Clarington

We're looking for a Supervisor, Facilities to join Clarington's Public Services – Community Services team!

Why Clarington?

Clarington is a community full of possibilities.

As one of the fastest-growing municipalities in Durham Region, Clarington is home to over 107,000 residents across four urban centres and 14 hamlets. With our population expected to double by 2051, Clarington offers a perfect blend of urban living and small-town charm. We're known for our thriving energy and agricultural sectors, vibrant historic downtowns, and exceptional quality of life.

Our team thrives in a collaborative environment that promotes work-life balance and meaningful community impact. We value accountability, integrity, and respect, and we are deeply committed to fostering equity, inclusion, and diversity in the workplace. Together, we're building a stronger Clarington — for today and for future generations.

The future is bright – and working with the Municipality of Clarington means you can help shape it. How will you make your mark?

About the Role

Vacancy Status: This posting is for a newly created position.

Reporting to the Manager of Facility Services, the Supervisor, Facilities will directly oversee full-time, temporary full-time and part-time positions. This role is responsible for the safe, efficient, and cost-effective daily operations of municipal facilities, and will be accountable for risk mitigation, asset management, customer service, as well as administrative tasks such as invoice approval, monitoring the budget, employee schedules, and communication with the immediate team and anyone who may be impacted by work being completed in any building. The incumbent is responsible for the effective planning and supervision of skilled maintenance personnel and facilitating effective employee relations.

Key Responsibilities

- Providing supervision and leadership to full-time and part-time employees to ensure the facilities operate in compliance with all respective legislation, regulations, code, departmental requirements and collective agreement provisions.
- Reviewing, revising and implementing orientation, training programs and scheduling as required.
- Coordinating repairs and maintenance of municipal facilities within the portfolio.
- Developing standard operating and maintenance procedures, and ensuring compliance.
- Developing and overseeing preventative, corrective and renewal maintenance programs for building systems, including HVAC, plumbing, electrical, refrigeration, water treatment, grounds and building envelope.

- Preparing clear and precise reports to support management in decision-making, performance tracking and strategic planning.
- Supporting continuous improvement initiatives, offering feedback for policy updates and ensuring adherence to corporate energy and sustainability policies.
- Assisting with the development and implementation of annual capital and operating budgets and multi-year forecasting of all Facilities.
- Assisting with facility construction and renovation projects including procurement, contract and asset management.
- Liaising with and assisting local volunteer sport, recreation and community organizations.
- Ensuring the provision of exemplary customer service at all facilities.
- Overseeing the hiring of staff in accordance with Municipal policy, collective agreements, and appropriate legislation.
- Playing a leadership role in promoting safety awareness and preparing for and responding to emergencies including accident/incident investigation.
- Perform other duties as assigned, including those specific to the department.

What you bring

- A post-secondary diploma related to facility management and operations, engineering or related discipline (or equivalent), or possess qualifications and work-related experience that is satisfactory to the department.
- At least five (5) years supervisory experience in building operations.
- Ontario Recreation Facilities Association (ORFA) Basic Refrigeration Certification is required or willing to obtain within six (6) months of hire. Industry standard equivalent certifications may be considered.
- Certified Pool Operator (CPO) is required or willing to obtain this certification within six (6) months of hire.
- Working knowledge of refrigeration systems, air-supported domes, public drinking water systems, public swimming pool operations; supported by appropriate certifications where applicable.
- Excellent communication, organizational, problem-solving, and computer software skills (i.e., MS Office Suite, Citywide) along with effective decision-making capabilities.
- Excellent interpersonal and leadership skills, with demonstrated ability to work in a team-oriented environment.
- Demonstrated experience supporting annual budgets including planning and forecasting for multiple facilities.
- Experience in project management and OHSA regulations will be considered an asset.
- Must be legally entitled to work in Canada.

What we offer

- Salary: \$114,767 to \$139,501 - Grade 8 of the 2026 Non-Affiliated Salary Administration Program.
- A comprehensive benefits and pension program to ensure that your total compensation package addresses both your work and life needs.
- Hours of work: 35 hours per week, with after hours meetings as required.

Additional Information

A satisfactory criminal record check with a vulnerable sector check and proof of qualifications will be required for the successful candidate.

Pre-employment testing may consist of written and oral assessments.

How to Apply

Applications will be accepted until **February 17, 2026, at 11:59pm**.

To learn more about employment with the Municipality of Clarington and to apply for this exciting and challenging opportunity, visit: www.clarington.net/careers.

We thank all applicants for their interest. Only those selected for further consideration will be contacted.

Our Commitment to Equity

The Municipality of Clarington is a progressive and inclusive employer committed to equity, diversity, and creating a respectful and barrier-free workplace.

Accommodations are available throughout the recruitment process in accordance with the *Accessibility for Ontarians with Disabilities Act, 2005*. To request support or accessible formats, please contact the Human Resources Division at careers@clarington.net.

Privacy

Applicant information is collected under the authority of Section 11 of the *Municipal Act, 2001* for the purpose of evaluating the applicant. Questions about this collection can be directed to Human Resources at careers@clarington.net.