



**GEORGINA**

# Employment Opportunity

Town of Georgina Human Resources  
careers@georgina.ca



## Facility Maintenance Supervisor (Job ID #2026.59)

<b>Department:</b>	Community Services
<b>Division:</b>	Facilities
<b>Status:</b>	Permanent Full-Time
<b>Location:</b>	Georgina
<b>Hours of Work:</b>	40 hours per week
<b>Number of Positions:</b>	1
<b>Salary:</b>	\$99,315 - \$116,188 per year
<b>Vacancy Reason:</b>	Replacement
<b>Date Posted:</b>	March 25, 2026
<b>Date Closing:</b>	April 9, 2026

### Come work with us!

Employment with the Town of Georgina offers an opportunity to make a positive difference in our community. We are a progressive, forward-thinking organization focused on continuous improvement, innovation and providing exceptional customer service. We offer a collaborative team environment and an excellent place to take charge of your career.

### Position Purpose

Responsible for supervising and directing the day-to-day maintenance and operation of designated Town facilities including but not limited to the Civic Centre, Stephen Leacock Theatre, arenas, community halls, pools and ROC facilities. The position oversees maintenance staff and contractors, coordinates preventative maintenance and capital projects, and administers maintenance systems, documentation and financial processes to ensure safe, efficient and compliant facility operations.

### Minimum Qualifications and requirements

Two (2) year college diploma or certificate in Facility Maintenance Operations, Building Systems or a related discipline from an accredited post-secondary institution. Demonstrated experience performing administrative functions in an operational environment, including scheduling, record keeping, work order management and basic procurement activities. Minimum two (2) years of related experience in facilities maintenance operations, preferably within a municipal or public-sector environment. Minimum one (1) year of supervisory or team leadership experience. Experience coordinating preventative maintenance programs and contractors. ***For full details, please see attached job description.***

### How to apply

Qualified applicants are invited to submit a resume and cover letter, identifying the Job Title and Job ID#. Please apply by visiting the **"My Career" tab in VIP** no later than 11:59 pm on the closing date. The assessment process may include a practical test and/or interview.

### Committed to diversity and a barrier-free environment

The Town of Georgina is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. We encourage applications from people with disabilities and will accommodate the needs of applicants under the [Ontario Human Rights Code](#) and the [Accessibility for Ontarians with Disabilities Act \(AODA\)](#) throughout all stages of the recruitment and

selection process. Please advise the Human Resources Team if you require an accommodation(s) and we will work with you to meet your needs throughout any stage of the process. Please be advised that this information will be treated in a confidential manner.

**We thank all candidates for their interest, however only those being considered will be contacted.**

*Personal information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of candidate selection. Further information concerning the collection of personal information should be directed to the Human Resources Department.*

## JOB DESCRIPTION

<b>Title:</b>	Facility Maintenance Supervisor	<b>Position #:</b>	NU47
<b>Department:</b>	Community Services	<b>Division:</b>	Facilities
<b>Date Created:</b>	April 2012	<b>Revision</b>	July 2017
		<b>Date:</b>	March 2022 March 2026
<b>Reports To:</b>	Manager of Facilities	<b>Job Grade:</b>	5
<b>Direct Reports:</b>	Lead Hand; Electrician; Maintenance Attendants		
<b>Indirect Reports:</b>	Outside Contract Workers		
<b>Employee Group:</b>	Management		
	(CUPE 905.03 CUPE 905.13; GPPFA; Non-Union; Management; Seasonal; Sessional; Temporary; Student)		

<b>Position Summary</b>
<p>Responsible for supervising and directing the day-to-day maintenance and operation of designated Town facilities including but not limited to the Civic Centre, Stephen Leacock Theatre, arenas, community halls, pools and ROC facilities. The position oversees maintenance staff and contractors, coordinates preventative maintenance and capital projects, and administers maintenance systems, documentation and financial processes to ensure safe, efficient and compliant facility operations.</p>
<b>Responsibilities</b>
<p><b>Facility Operations and Maintenance</b></p> <ul style="list-style-type: none"> <li>Oversees the day-to-day maintenance and operation of assigned facilities, ensuring safe, efficient and reliable operation of building systems including refrigeration, filtration, plumbing, electrical, mechanical and life safety systems.</li> <li>Ensures facilities comply with applicable legislation and regulatory requirements including the Occupational Health and Safety Act, Ontario Public Health requirements, Electrical Safety Authority inspections and Technical Standards and Safety Authority requirements for boilers, elevators and waterslides.</li> <li>Plans, schedules and inspects maintenance activities including preventative maintenance, repairs, renovations and facility improvements.</li> <li>Supervises interior and exterior maintenance activities including cleaning, painting, equipment repair and general building upkeep.</li> </ul>

- Ensures all equipment is maintained in accordance with manufacturer recommendations and maintains maintenance logs and service records.
- Ensures computerized building automation and energy management systems are functioning and programmed to achieve efficient operations.
- Plans, directs and supervises security and life safety systems within designated facilities

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### **Staff Supervision and Leadership**

- Supervises union and non-union staff including scheduling, work assignments, training and development, and performance management
- Provides leadership, coaching and mentorship to staff to support high performance and continuous improvement.
- Conducts performance evaluations and provides regular feedback to employees.
- Participates in recruitment, hiring, promotions, discipline and succession planning processes.
- Prepares daily, weekly and annual staff schedules and approves timesheets.

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### **Administrative and Financial Responsibilities**

- Utilizes the Town's computerized maintenance management system (WorkTech) to create, assign, track and close work orders and maintains records of maintenance activities.
- Processes and verifies contractor invoices ensuring work completion aligns with approved purchase orders and contracts prior to payment authorization.
- Prepares purchase requisitions and coordinates procurement of materials, equipment, and contracted services in accordance with Town procurement policies.
- Maintains accurate records including preventative maintenance schedules, inspection reports and contractor service documentation.
- Maintains inventory of tools, equipment and facility maintenance supplies.
- Assists in preparing annual operating and capital budgets by providing recommendations regarding repairs, equipment replacement and facility improvements.
- Provides background information and technical input to support the preparation of quotations, proposals and tender documents.

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### **Contractor and Project Coordination**

- Administers service contracts for refrigeration, HVAC, electrical, mechanical and other facility maintenance services.
- Oversees contractors performing maintenance work to ensure compliance with specifications, safety regulations, and Town standards.
- Coordinates maintenance support and facility preparation for special events including SnoFest, SPLASH, Festival of Lights, Sutton Fair, Youth-a-Palooza, Canada Day celebrations and other municipal events.
- Supports the coordination and implementation of capital maintenance projects for assigned facilities.

- Where certification and experience permit, may perform work in areas such as plumbing, welding or other trades in accordance with collective agreements and safety regulations.

### **Health, Safety and Compliance**

- Ensures compliance with the Occupational Health and Safety Act and the Town's Health and Safety Program.
- Conducts or ensures completion of workplace inspections, hazard assessments and incident investigations.
- Ensures staff receive required safety training and adhere to established safety procedures.
- Identifies hazards and implements corrective actions to maintain safe working conditions.

### **Customer Service and Stakeholder Relations**

- Responds to facility maintenance concerns from the public, user groups, staff, Members of Council, contractors and event organizers.
- Works collaboratively with internal departments and external stakeholders to support facility operations and community events.

### **Additional Responsibilities**

- Provides backup support for other division supervisors or the Manager of Facilities as required.
- Participates in on-call standby rotations and responds to after-hours emergencies when required.
- Performs other related duties as assigned.

## **Minimum Qualifications**

### **Education and Training**

- Two (2) year college diploma or certificate in Facility Maintenance Operations, Building Systems or a related discipline from an accredited post-secondary institution.
- Trade certification or license in a related field (e.g., HVAC, electrical, plumbing or refrigeration) considered an asset.
- Certifications in First Aid/CPR, WHMIS and Propane Safety, or the ability to obtain.
- Demonstrated experience performing administrative functions in an operational environment, including scheduling, record keeping, work order management and basic procurement activities.

### **Experience**

- Minimum two (2) years of related experience in facilities maintenance operations, preferably within a municipal or public-sector environment.
- Minimum one (1) year of supervisory or team leadership experience.
- Experience coordinating preventative maintenance programs and contractors.
- One (1) year on-the-job period required for orientation, adjustment and adaptation to municipal operations, procedures and systems.

## **Knowledge**

- Thorough knowledge of the Occupational Health and Safety Act and applicable regulations.
- Working knowledge of building systems including electrical, plumbing, HVAC, refrigeration, pool filtration and energy management systems.
- Familiarity with preventative maintenance programs, building automation systems and facility maintenance best practices.

## **Competencies**

- Demonstrated ability to prepare, coordinate, and manage staff schedules, crew assignments, and timesheet approvals in an operational environment
- Proven ability to exercise sound judgement and decision-making, including resolving conflicts, addressing operational issues, and determining an appropriate course of action
- Strong organizational, written, and verbal communication skills, with the ability to provide clear direction, documentation, and customer service to user groups, contractors, the public and staff.
- Demonstrated proficiency in Microsoft Office Suite (Word, Excel, Outlook) with the ability to create and maintain schedules, reports and operational documents.
- Hands-on experience using WorkTech (or a comparable computerized maintenance management system) to create, assign, track and close work orders, maintain asset information, and generate reports.
- Ability to accurately input, manage, and maintain records and data related to maintenance activities, inspections, inventory, and compliance requirements.
- Certifications in CPR/First Aid, WHMIS, Propane Safety;
- Valid Class 'G' Driver's license and reliable vehicle to use on corporate business;

## **Physical Demands and Working Conditions**

- Work is performed in office environments, mechanical rooms, maintenance areas and outdoor facility spaces.
- May involve lifting, climbing ladders, walking, bending and working in confined or mechanical spaces.
- Exposure to noise, weather conditions, chemicals and mechanical equipment may occur.
- Travel between municipal facilities may be required