



## FULL-TIME FACILITIES SUPERVISOR (COMPETITION NO.: CLK-2026-10)



<b>Posting Date:</b>	April 1, 2026	<b>Closing Date:</b>	May 1, 2026
<b>Department:</b>	Facilities & Recreation	<b>Hours per Week:</b>	40 hours
<b>Benefits Entitlement:</b>	Yes	<b>Existing Position:</b>	Yes
<b>Pension Entitlement:</b>	Yes – Employer Matched Contributions		
<b>Salary Level 208:</b>	\$103,881- \$129,851 (2026)	<b>Union:</b>	Non-Union

**Interviews are tentatively scheduled for May 25, 2026. Further details (including time and location) will be provided to candidates selected for interviews.**

### Position Summary

Reporting to the Manager of Facilities & Recreation, the Facilities Supervisor is responsible for the implementation of facilities maintenance programs and building security measures, in accordance with applicable legislation and regulations. This position is responsible for the overall supervision of the day-to-day facilities and equipment maintenance operations, including overseeing a team of maintenance and cemetery staff. This position is responsible for contract management, and ensures the delivery of construction and maintenance services involving facilities and parks, as well as special events.

### Duties

- Assumes overall responsibility for the activities of the Facilities Department which includes building security, environmental systems, development, monitoring, and co-ordination of preventative maintenance programs, renovations and repairs involving City facilities.
- Provides guidance and direction to City Departments in relation to building environmental considerations.
- Reviews inspection reports to ensure compliance with legislative obligations and ensure deficiencies are suitably addressed.
- Prioritizes building systems maintenance for all City facilities and co-ordinate work in compliance with all regulations and codes.
- Provides input into departmental policies, procedures, annual operating budgets, capital budgets and business plans.
- Creates and co-ordinates processes for identifying and evaluating risk.
- Responsible for contract management including custodial, electrical, mechanical, HVAC, alarms and plumbing work. Ensure contracted work is undertaken in compliance with contract specifications.
- Supervises the work of the facilities maintenance and cemetery staff and provides direction as required. Assign work activities, projects and programs. Reviews and evaluates work products, methods and procedures.
- Assists with the maintenance of a detailed inventory of all municipal facilities, key equipment, and service contracts.
- Develops plans and schedules to support the implementation of a detailed preventative maintenance plan.
- Other duties as assigned.

### Qualifications

- College diploma in building, mechanical, engineering, architecture, or related field.
- Minimum four (4) years supervisory experience in facilities maintenance/construction or related fields.
- Maintenance Management Profession (MMP) certification an asset.
- Familiarity with Maintenance Management Systems (MMS) an asset.
- Demonstrated competency in conducting detailed plans review of construction/renovation projects and carrying out on-site inspections.
- Experience with facility/design construction.
- Knowledge of the Ontario Building Code Act, Occupational Health & Safety Act.
- Excellent communication skills.
- Excellent analytical skills with the ability to problem solve.
- Current and clear Criminal Record Check with Judicial Matters Check required.

### How to Apply

To apply for this position, applications must be received by the Human Resources Department no later than **4:00 pm** on the closing date of **May 1, 2026**.

**Via Email:** [human\\_resources@timmins.ca](mailto:human_resources@timmins.ca)

*The City of Timmins is committed to providing a safe and supportive workplace where diversity, equity and inclusion are at the core of how we conduct business. As part of this commitment, we will ensure that persons with disabilities are provided reasonable accommodations throughout the recruitment and selection process, in accordance with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. Personal information provided is collected under the authority of The Municipal Freedom of Information and Protection of Privacy Act. We thank all applicants for their interest; however, only candidates under consideration will be contacted.*

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