



*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.*

**Vacancy:** Regular Full-Time Facility Working Foreperson **Job ID:** J0426-0157

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

**Location:** Delpark Homes Centre

**Posting Start Date:** 2026/04/10 **Posting End Date:** 2026/04/21 by 4:30pm

**Employment Group:** 250 **Salary Grade:** 14 – \$42.72 - \$44.97 per hour

**Standard Weekly Hours of Work:** 40.00 **Shift Work Required:** Yes

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### **Job Description**

Under the direction of the Manager, Facility Operations & Maintenance Services and/or designate, supervise directly, perform, initiate and be responsible for all assigned building and mechanical maintenance equipment, including facility inspections, record keeping, safety and customer service related issues, upkeep and cleanliness of the building(s) and associated areas and program requirements as assigned in the Facility Operations & Maintenance Services Branch. Facilities may include arenas, pools and spas (hot tubs), entertainment facilities, libraries, seniors' centres, conventional stadiums, fields, playgrounds, skateboard parks, outdoor pools, outdoor splash pads and any other associated facilities that fall under the Branch.

### **Responsibilities:**

- Assist the Manager, Facility Operations & Maintenance Services and/or designate in all activities relating to the facility's operations, including the planning and development of all related activities, the ongoing evaluation of the operation and the ordering of all materials and supplies, etc

- Implement a structured, pre-determined maintenance plan/schedule outlining the equipment to be maintained and type of equipment to be performed
- Inspect and determine required materials, equipment and labour
- Supervise staff and contractors directly as required, and check the activities of assigned staff, payroll timesheets, develop work schedules, and, as required, physically work with staff to efficiently complete all work assignments
- Monitor and conduct performance management with employees.
- Provide input or assist in the development and delivery of training to assigned staff in all aspects of the operation
- Ensure that the group's work performance and quality standards are achieved, maintained, and monitored and reviewed annually. Complete appropriate work records and documentation related to the facility operations
- Ensure that all transactions and work records are completed in accordance with policy and/or practice
- Ensure all work is performed in accordance with City of Oshawa safe work standards and the Ontario Occupational Health and Safety Act including but not limited to section 217.1 in the criminal code of Canada (Bill C-45); and provide input in the development and improvement of safety procedures
- Relieve management in specific areas of responsibility when required in the absence of the Manager or designate
- Carry out, monitor and record shift inspections, preventative maintenance inspections, and emergency procedures
- Operate, maintain, repair and adjust mechanical and building cleaning equipment, including refrigeration, heating, ventilation, pneumatic controls, chemical feed systems, pumping and filtration equipment
- Perform general repairs and maintenance, such as carpentry, painting, plumbing and HVAC maintenance, reporting maintenance requirements to the appropriate management representative
- Demonstrate, teach and supervise general building maintenance duties, including the safe operation of building equipment

- Perform pool/spa (hot tub) maintenance duties such as vacuuming and backwashing the pool; washing the deck; monitoring, maintaining and recording the condition of pool water chemistry and equipment
- Operate motorized ice resurfacing machine (circle check, flood ice and shave), lift trucks, scissor lift, ride on scrubber equipment, artificial turf grooming equipment and any other associated equipment as assigned. Perform associated minor maintenance duties such as checking fluid levels and making blade changes and adjustments
- Drive to off-site locations to pick up supplies and/or parts on a routine as well as emergency basis
- Support and demonstrate the City of Oshawa core values of Authenticity, Courage, and Trust
- Perform other related duties as assigned

**Requirements:**

- Must possess a Technical Standards and Safety Authority (TSSA) Refrigeration Operator's Class "B" Certificate, recognized Pool Operator's Certificate (CPO), as well as an Ontario Recreation Facilities Association Certified Ice Technician (CIT) Certificate, plus five (5) years of operational maintenance experience, two (2) of which must be in a supervisory capacity, or have the equivalent combination of knowledge and experience
- Must possess Risk Management and/or Legal Awareness Certification, Scissor Lift Training Certification, proof of Working from Heights Training, and must be able to swim
- Demonstrated knowledge of and skill in using major cleaning equipment, methods and materials. Demonstrated knowledge of building operation, refrigeration, ice and pool maintenance principles, and physical plant maintenance and demonstrated mechanical aptitude
- Excellent working knowledge of and ability to apply all relevant safety policies, standards and legislation (Ontario Occupational Health and Safety Act)
- First Aid, CPR, Public Access Defibrillator (PAD), Accessibility and WHMIS certificates/training or ability to obtain same per Department's training schedule
- Possess a good understanding of HVAC systems including BES Community College Certificates in the following four (4) modules: BES 7000-General Introduction, BES

7010-Heating, BES 7020-A/C Refrigeration, BES 7030-Air Handling and Preventative Maintenance

- Certificates in Advanced Swimming Pool Operations, Asbestos Awareness, Confined Space, Electrical Safety, UV Systems, Sensitivity Training, Customer Service Training, utility vehicle with snow removal equipment are considered assets
- Proven supervisory skills and effective leadership qualities. Willingness to accept responsibility. Demonstrated organizational skills related to the supervision of staff and the maintenance of work records; ability to problem solve and work to deadlines
- Able to perform all activities in this area of work, i.e., climb and work from heights, stretch, lift and move heavy items (50 lbs/23 kgs); stand, bend and work for extended periods of time; and be capable of performing the work assigned in a safe manner
- Good reading, writing and oral English skills. Able to read, understand and follow general and technical instructions which deal with standardized situations and to understand, express and apply concepts of a general nature as well as technical concepts, methods and procedures
- Able to complete forms and records relevant to the job, and read, record and comprehend mechanical gauges related to all facility equipment
- Must be competent within a computerized environment to perform the duties of the job with experience in Building Automation Systems, Microsoft Outlook, Word, Excel, Class system
- Able to provide quality customer service to City staff, members of the public and external agencies
- Good interpersonal skills; with the ability to deal co-operatively, efficiently and effectively with tact and courtesy to the general public, and to discuss routine information with or delegate assignments to colleagues. Neat in appearance and work habits, wearing City-issued uniform and safety equipment as supplied
- Ability to work alone or with minimal supervision; personal qualities of reliability and co-operation. Able to work constructively in a team environment, exercising good and sound judgement, initiative and safe appropriate practices and procedures. Able to be flexible and work in various physical locations when required

- Able to perform shift work necessary to fulfill the requirements of a seven (7) day operation
- Able to work overtime on short notice
- Must serve on the Facility Operations & Maintenance Services Callboard
- Be willing to receive calls related to unexpected after hours operational requirements (that relate directly to the day-to-day area of responsibility) at home, and to respond to them
- 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 Vulnerable Sector Check and an employment medical.

**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://www.oshawa.ca/city-hall/careers/>

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.

Applicants who are currently employed by the City of Oshawa are asked to clearly indicate their status as an internal applicant in their application. 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.*