



*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 Lead Hand - Rotary Park & Downtown Facilities **Job ID:** J0626-0296

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

Location: City Hall

Posting Start Date: 2026/06/16 **Posting End Date:** 2026/07/02 by 4:30pm

Employment Group: 250 **Salary Grade:** 11 – \$38.75 - \$40.75 per hour

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

Job Description

Under the direction of the Manager, Facility Operations & Maintenance Services and/or designate, supervise directly, initiate and be responsible for all assigned building and mechanical maintenance equipment, including facility inspections, record keeping, safety and customer service related issues, upkeep, cleanliness, and maintenance of the building(s); associated areas, including the grounds and exterior amenities 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, sports fields, cemeteries, playgrounds, parking garages, parking lots, City Hall, Fire Halls, Operations Depots, Animal Services, 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 schedule outlining the equipment to be maintained and the type of maintenance to be performed. Inspect and determine required materials, equipment and labour or work orders
- 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
- When required, assume Working Foreperson specific duties and areas of responsibility at assigned facilities during their absence and relocate to cross train as requested
- Carry out, monitor and record preventative maintenance inspections for the various building systems
- Operate, log, maintain, repair and adjust mechanical equipment and building equipment, including lighting, building automation, cooling, heating, ventilation, pressurized structures, refrigeration, ventilation, BAS controls, pneumatic controls, chemical feed systems, pumping and filtration equipment, emergency generators and life safety systems

- 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 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 vehicles including: lift trucks, scissor lift, backhoes, utility vehicles, turf maintenance, snow removal equipment etc. and perform associated minor maintenance duties such as changing attachments, checking fluid levels and adjustments, and participating in all training as required
- Drive to off-site locations to pick up supplies and/or parts on a routine as well as emergency basis
- Operate equipment such as power operated & general hand tools associated with recreation facilities, buildings or grounds maintenance and other skilled trades
- Liaise with and monitor private contractors such as plumbing, electrical, HVAC, cleaning, etc.
- Perform general caretaking duties such as cleaning floors, wet mopping, operating power cleaning equipment (i.e. buffing machines, rug shampoo machines, wet and dry vacuums), cleaning glass, collecting and disposing of garbage/recycling and, as required, removing snow and ice
- Willing to attend continuing education courses as required
- Perform other related duties as assigned

Requirements:

- Possession of a recognized Pool Operator's Certificate, as well as an Ontario Recreation Facilities Association, Risk Management and or Legal Awareness Certificate
- Knowledge of pool maintenance principles, and demonstrated mechanical aptitude, plus four (4) 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 Scissor Lift Training Certification, proof of Working from Heights Training, and must be able to swim
- Knowledge normally acquired in the attainment of a Certificate in a recognized building maintenance and operations program such as Building Environmental Systems Operator – Class 1 & 2
- Demonstrated knowledge of and skill in using major cleaning equipment, methods and materials
- 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) and GHS training are assets and must be obtained and/or renewed as per the Department's training schedule
- Good understanding of HVAC systems including heating, refrigeration, air handling and preventative maintenance
- 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 climb and work from heights, 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 communication skills. Able to read, understand and follow general and technical instructions, methods and procedures dealing with a variety of situations. Able to complete forms and records relevant to the job
- Must be competent within a computerized environment to perform the duties of the job, experience in Building Automation Systems, Microsoft Outlook, Word, Excel, Wellnet, etc.
- Good interpersonal skills; tact and courtesy to deal with the general public and to discuss routine information with or delegate assignment to colleagues. Neat in appearance and work habits, wearing City-issued uniform and safety equipment
- Able to provide quality customer service to City staff, members of the public and external agencies

- Ability to work alone or with minimal supervision; personal qualities of reliability and cooperation
- Sound judgment and initiative
- 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 work overtime on short notice and to perform rotating shift work necessary to fulfill the requirements of a seven (7) day operation
- Be willing to receive calls related to unexpected after hours operational requirements (that relate directly to their day-to-day area of responsibility) at home, and to respond to them
- Must be willing to serve on the Facilities Management & Operations Services standby/on-call program
- Possess and maintain an unrestricted Ontario Driver's License (minimum Class "G") in good standing and be able 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.