

Job Title: Supervisor, Facilities Operations

File Number:	3847	Employee Group:	Mgmt Non Union
Service Area:	Finance Supports	Division:	Fleet and Facilities
Job Type:	Full-Time Permanent	# of Openings:	1

Summary of Duties:

Reports to the Manager, Facilities Operations. Responsible for ensuring all-planned, unplanned and legislated maintenance work is executed in accordance with applicable authorizations, procedures and safety requirements. Supervises and co-ordinates the planning and development of tasks of above average complexity and scope. Liaises with other Service Areas and Divisions. Undertakes projects as assigned.

Work Performed:

- Manage staff, programs and contracted services in accordance with applicable legislation, guidelines, municipal policies, procedures and directives in the completion of all planned, and unplanned maintenance as well as legislated requirements for Corporate facilities.
- Manage daily operational requirements for Corporate facilities.
- Manages, develops and coaches assigned personnel: responsible for employee development; performance appraisals, and conduct matters.
- Develop and implement Facilities Health and Safety policies, procedures and guidelines.
- Identify and ensure that staff receive appropriate training for any assigned tasks and monitor work activities for compliance with standard operating procedures.
- Prioritize and schedule planned, unplanned and legislated maintenance work; manage work order backlogs.
- Coordinate planned and unplanned maintenance tasks that impact facility availability and that requires coordination between multiple parties including service providers, staff contractors and various government agencies.
- Maintain and manage work orders (JD Edwards), preventative maintenance checklists, health and safety documentation, staff time sheets and approve invoices and purchasing card transactions for processing.
- Obtain quotations/bids from, and coordinate and schedule the work of, external contractors.
- Participate in daily/weekly Facilities Maintenance prioritization meetings to ensure the provision of efficient delivery of maintenance services.
- Oversee building automation systems to ensure optimum building environmental conditions are maintained while balancing energy efficiencies.
- Monitor and report on assigned budget.
- Evaluate maintenance operations performance and recommend changes to systems, procedures and methodologies to maximize use of resources.
- Maintain practical awareness of relevant legislation. Investigate complaints, resolve problems and maintain good public relations.
- Represent management on various committees, undertake and perform other related duties as assigned.
- Act in the capacity of corporate representative with government agencies and service deliverers.
- Work as required outside regular working hours, including standby assignments.
- Performs related duties as assigned.

Skills and Abilities:

- Knowledge of theoretical and practical elements of project management that include project staging, project charter development, GANTT charting, Critical Path Monitoring (CPM), etc.
- Ability to collect and organize input from various community partners.
- Fundamental knowledge of regulatory codes and design standards, facilities planning and design principles and familiarity with construction economics and cost/benefit analysis.
- Strong oral and written communication skills and proficiency in word processing, spreadsheets and work scheduling software.
- Valid Class G Driver's License and ability to attend at site visits.

Qualifications:

- Successful completion of a three year Community College program in a related field, along with such valid Trades and Occupational Certificates as the specific position requires.
- A minimum of five (5) years of progressively responsible experience managing people and projects in a related field.

Compensation & Other Information:

\$92,161 - \$120,891

This posting is for 1 permanent, full-time position being filled on a permanent, full-time basis.

Current hours of Work: Monday - Friday from 7:30 a.m. to 3:30 p.m.

Work Arrangement: Onsite. Subject to change in accordance with business requirements.

Please note that the successful candidate for this position will participate in a rotating on-call schedule.

These hours of work and work arrangements are subject to change in accordance with business requirements.

Police Record Check

The successful candidate will be required to complete a Criminal Record Check.