



2021 Division Road North  
Kingsville, Ontario N9Y 2Y9  
(519) 733-2305  
[www.kingsville.ca](http://www.kingsville.ca)  
[kingsvilleworks@kingsville.ca](mailto:kingsvilleworks@kingsville.ca)

**Date:** May 18, 2018

**To:** Mayor and Council

**Author:** G.A Plancke / Director of Municipal Services

**RE:** Revised Job Description for Supervisor of Municipal Facilities and Property

**Report No.:** MS 2018 - 21

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## **AIM**

Obtain Council approval of the revised job description of Supervisor of Municipal Facilities and Property.

## **BACKGROUND**

The current job description on file for Supervisor of Municipal Facilities and Property was approved and created on August 14, 2017. No revisions or amendments have been made since its approval.

Recent recruitment efforts for this position as specified has resulted in a relatively small response of remotely qualified people based on the current job description requirements.

## **DISCUSSION**

After an internal review of the applications it was determined that the qualifications listed within the current job description were somewhat onerous to meet.

In anticipation of re-advertising the vacant position, a few changes were made to the job description, modifying the qualifications to be more generic to better reflect the maintenance, facilities and personnel experience components as an asset rather than horticulture specifically.

Appendix "A" is the current job description for the Supervisor of Municipal Facilities and Property

Appendix 'B' is the revised job description for the Supervisor of Municipal Facilities and Property as approved by the personnel committee April 30<sup>th</sup>, 2018.

## **LINK TO STRATEGIC PLAN**

Effectively manage corporate resources and maximize performance in day-to-day operations.

## **FINANCIAL CONSIDERATIONS**

There are no direct financial costs associated with revising the job description.

## **CONSULTATIONS**

Human Resources Manager  
Manager of Municipal Facilities and Property

## **RECOMMENDATION**

That Council approve the revised Supervisor of Municipal Facilities and Property job description.

Respectfully Submitted,

*G.A. Plancke*  
G.A. Plancke  
Director of Municipal Services

*Peggy Van Mierlo-West*  
Peggy Van Mierlo-West, C.E.T.  
Chief Administrative Officer