

## **Job Description**

### **Supervisor of Municipal Facilities and Property**

#### **Position Summary**

This position is under the direction of the Manager of Facilities and Property. Purpose of this position is to provide general direction, organization, monitoring, and supervision to facility maintenance and park operations; performs a variety of technical tasks relative to facility and park maintenance; provides technical assistance to the Manager of Municipal Facilities and Property.

#### **Responsibilities**

The Supervisor of Municipal Facilities and Property will be responsible for the following:

- Plan, prioritize, assign, supervise, review, and participate in the work of staff responsible for facility and park maintenance.
- Establish schedules and methods for providing facility and park maintenance services; identify resource needs; review needs with appropriate management staff; allocate resources accordingly.
- Participate in the development of goals and objectives as well as policies and procedures; make recommendations for changes and improvements to existing standards, policies, and procedures; participate in the implementation of approved policies and procedures; monitor work activities to ensure compliance with established policies and procedures.
- Participate in the preparation and administration of the facility and property maintenance budget; submit budget recommendations; monitor expenditures; prepare cost estimates; submit justifications for equipment; monitor budget expenditures.
- Monitor and control supplies and equipment; order supplies and tools as necessary; prepare documents for equipment procurement; prepare specifications and contracts for contract services.
- Train or coordinate training in facility maintenance and safety methods, procedures, and techniques.
- Develop and organize preventative maintenance and safety inspection programs for all facilities and equipment.
- Coordinate construction projects, remodels, and other special projects.
- Coordinate with contractors in providing contract services.
- Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.

- Ensure the continued standard of care for all sports fields, facilities, parks, marina, and arena in accordance with all applicable regulations, laws, recommendations, and industry standards.
- Supervision as required of variously scheduled sports, recreation, tournaments, and special event activities within facilities and on related parks and sports fields. These activities may fall outside of regularly scheduled work hours.
- Coordinate after hour emergencies in the Parks and Recreation Department including winter control snow events.
- Hours may include weekdays, weekends, afternoons, or midnight shifts.
- Any other duties as assigned.

### **Other Responsibilities**

- Responsible for all Building and Property Accessibility Standards under the *Accessibility for Ontarians with Disabilities Act*, inspections and maintenance of playground equipment.
- Responsible for all building and property conservation issues under the Energy Conservation and Demand Management Plans established under the *Green Energy Act*.

### **Qualifications**

- Graduate of a Horticultural Technician Diploma program with related work experience.
- Must have or be able to obtain a valid Pesticide Exterminator License in the province of Ontario.
- Knowledge of the methods, techniques, and requirements for the maintenance and upkeep of buildings, facilities, grounds, and equipment.
- Certified Member within ORFA an asset.
- Knowledge in the operation, of refrigeration equipment an asset.
- Minimum 2 years experience in a supervisory role. Supervision experience in a unionized environment is preferred.
- Work experience in a municipal environment an asset.
- Have computer skills and be knowledgeable in the use of the Microsoft office package, budgeting concepts and cost analysis.
- Have strong interpersonal skills together with good communication abilities and report writing.
- Valid Ontario Class 'G' licence and possess a good driving record.

### **Work Conditions**

- Work in office environment and outside in a supervisory role on a 40 hour work week and is subject to responding to emergency calls when required.
- This position also requires some attendance at evening meetings.

**Wage Rate**

TBD

Comprehensive benefits package.

Non-union position.