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Date: July 25th, 2017
To: Mayor and Council
Author: Peggy Van Mierlo-West, CAO
RE: Supervisor of Municipal Facilities and Properties

AIM

Obtain Council approval of the Supervisor of Municipal Facilities and Properties job description and obtain approval to commence the recruitment of this position.

BACKGROUND

In 2016 Council approved the new position of a Public Works Supervisor- Engineering Coordinator position. This was to provide improved communication between the inside and outside staff and to assist the Manager with day to day supervision and operations. This model has been very successful within the Department. The Manager has been able to concentrate on higher level operational goals, financial review, forecasting and improved communication to the public, council and in-house.

Within the Facilities Department, responsibility of overall supervision and management of staff is left to the Manager of Properties and Facilities. Currently this portfolio is responsible for 49 Municipally owned parks and facilities, and is responsible for 19 staff. The day to day operations leaves little time for the Manager to complete items such as development of RFP's, forecasting, review of the delivery of service etc. The inclusion of this position would allow for the Manager to have more time to concentrate on these.

DISCUSSION

In consultation with the Director of Municipal Services and Manager of Facilities and Properties, the attached job description was developed for the Supervisor of Municipal Facilities and Property. The Pay Equity scoring was also completed for this position. This position would be placed on the same pay grid as the Engineering Coordinator.

5	61,866.73	65,733.40	69,600.07	73,466.74	77,333.41
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The proposed hiring timeline for this position is as follows:

Job Advertisement: October 30th, 2017

Application Review, Interviews, Screenings: Late November – December 2017

Start Date: Early January 2018

LINK TO STRATEGIC PLAN

Encourage leadership and management that will provide the direction and resources required to achieve our mission.

FINANCIAL CONSIDERATIONS

The annual wage and benefit costs of adding a Supervisor of Municipal Facilities and Properties are estimated between \$83,000 and \$102,000 (dependent on where the individual starts on the salary “step” program). Other indirect costs associated with this new position (training, cell phone, vehicle, etc.) would be in addition to wages and benefits.

CONSULTATIONS

Andrew Plancke, Director of Municipal Services

Tim DeIGreco, Manager of Municipal Facilities and Properties

Peggy Van Mierlo-West, Chief Administrative Officer

RECOMMENDATION

That Council approves the proposed job description for the Supervisor of Municipal Facilities and Properties and authorize Administration to proceed in recruiting this position.

Respectfully submitted,

Peggy Van Mierlo-West

Peggy Van Mierlo-West CET

Chief Administrative Officer

Attachments: