



2021 Division Road North  
Kingsville, Ontario N9Y 2Y9  
(519) 733-2305  
www.kingsville.ca  
kingsvilleworks@kingsville.ca

**Date:** October 12, 2017  
**To:** Mayor and Council  
**Author:** Jennifer Galea, Human Resources Manager  
**RE:** Supervisor of Municipal Facilities and Properties  
**Report No.:** CS-2017-019

---

## **AIM**

To obtain council approval to initiate the recruitment process for the Supervisor of Municipal Facilities position with an intended start date of November 2017.

## **BACKGROUND**

At the 2017 Budget deliberations, Council approved the Supervisor of Municipal Facilities position. The details of this position (i.e. job description) were approved at the August 14, 2017 Regular Meeting. The original start date was slated for January 2018.

## **DISCUSSION**

The Manager of Municipal Facilities and Property is responsible for 49 municipally owned parks and facilities, and for the supervision and direction of 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. There have been vacancies in the department throughout the year and it is therefore recommended that recruitment for the position begins immediately so the Manager can focus more time on the aspects of his role as listed above.

In consultation with the Director of Municipal Services and Manager of Facilities and Property, the attached job description for the position was developed and subsequently approved by Council. Pay Equity scoring was completed and the salary range established.

|   |           |           |           |           |           |
|---|-----------|-----------|-----------|-----------|-----------|
| 5 | 61,866.73 | 65,733.40 | 69,600.07 | 73,466.74 | 77,333.41 |
|---|-----------|-----------|-----------|-----------|-----------|

The proposed hiring timeline for this position is as follows:

Job Advertisement Published: October 24, 2017  
Application Review, Interviews, Screenings: Early November  
Start Date: Late November 2017

## **LINK TO STRATEGIC PLAN**

Improve recreational and cultural facilities and opportunities within the Town of Kingsville.

To become a leader in sustainable infrastructure renewal and development.

## **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.

The cost for the remainder of 2017 is approximately \$9,576.00. As confirmed by the Director of Financial Services, there is money in the 2017 Budget to cover this cost.

## **CONSULTATIONS**

Sandra Zwiers, Director of Financial Services  
Andrew Plancke, Director of Municipal Services  
Tim DelGreco, Manager of Municipal Facilities and Properties  
Peggy Van Mierlo-West, Chief Administrative Officer

## **RECOMMENDATION**

The Council authorize Administration to proceed in recruiting this position with an intended start date of late November 2017.

*Jennifer Galea*

Jennifer Galea, CHRL  
Human Resources Manager

*Jennifer Astrologo*

Jennifer Astrologo, B.H.K. (hons), LL.B  
Director of Corporate Services/Clerk

*Peggy Van Mierlo-West*

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