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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
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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 DeGreco, 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