



## Supervisor of Facility Maintenance Full Time

**Job Posting: 49-2020**

**Posted: October 9, 2020**

<b>Duties</b>	<ul style="list-style-type: none"><li>• Reporting to the Manager of Facilities, the Supervisor of Facility Maintenance is responsible for supervising the day to day maintenance activities for designated facilities, including supervision and scheduling of staff and contractors.</li><li>• Plan and supervise the day to day operations of the maintenance activities and ensures that facilities comply with safety, refrigeration, filtration, electrical (Ontario Electrical Safety Authority), plumbing and mechanical system requirements and other applicable legislation, taking necessary action to resolve non-compliance as appropriate.</li><li>• Provides supervision to staff, including performance review and planning, training and development formulation, problem solving/dispute resolution, discipline and safety.</li><li>• Plans, supervises, inspects and schedules the overall maintenance operations of facilities including interior/exterior maintenance, cleaning, painting, equipment/machine repair, carpentry, plumbing, electrical work and renovations to facilities and equipment.</li><li>• Manages day to day departmental administrative functions including preparation of work schedules and time sheet authorization, records management, invoicing, budget monitoring, reporting and payroll activities.</li><li>• Administers and coordinates maintenance contracts for refrigeration, mechanical, electrical, locksmiths and HVAC, ensuring compliance with City of Stratford standards and government regulations.</li><li>• Prepares information for term contracts for the maintenance of equipment and contracted services including completing work orders and purchase requisitions and maintains an inventory of purchases of equipment and supplies designated for facilities.</li><li>• Purchases necessary material as required and receives/signs for authorized supplies.</li><li>• Oversees outside contractors performing facility maintenance work.</li><li>• Ensures all equipment is maintained in accordance with manufacturers recommended maintenance and operating standards and maintains maintenance logs on machinery and equipment.</li><li>• Assists the Manager of Facilities in preparing annual capital and operating budgets by recommending and preparing special reports as required, supplying information on and recommending the purchase or replacement of equipment, repairs or improvements to building and plants, changes or improvements to methods, procedures, policies, etc.</li><li>• Addresses all internal and external stakeholder service issues and enquiries including</li></ul>
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While we appreciate all applications received, only those selected for an interview will be contacted. Personal information collected in response to this advertisement is collected under the authority of the Municipal Act, 2001 to determine eligibility for employment with the City of Stratford. Please direct inquiries to the Human Resources Department at 519-271-0250 x 274.



	<p>those from the general public, staff, Members of Council, contractors, sports/user groups and special event organizers regarding facilities maintenance and operational conditions.</p> <ul style="list-style-type: none"> <li>• Performs role in accordance with duties of supervisors outlined in section 27 of the Occupational Health and Safety Act (OHSA).</li> <li>• Perform other related duties as assigned.</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Minimum Two (2) year college certificate in Facility Maintenance Operations or equivalent.</li> <li>• 1- 3 related professional experience.</li> <li>• Valid Driver's License (Glass G).</li> <li>• Demonstrated leadership skills and the ability to produce the required results in a facilities operation.</li> <li>• Team management skills and the ability to coach effectively.</li> <li>• Skill and working knowledge of electrical, plumbing, energy management, refrigeration, pool filtration, HVAC and associated systems.</li> <li>• Class B Refrigeration License is an asset.</li> <li>• Proficient computer skills using a variety of Office and facility booking software products</li> <li>• Extensive Knowledge of Occupational Health &amp; Safety Act (OHSA) and Ontario Accessibility Regulations (AODA).</li> <li>• Excellent organizational, written, verbal communication and effective customer service skills to deal courteously and effectively with user groups, contractors, the general public and staff.</li> <li>• Flexibility to work shifts, weekends and holidays and availability to respond to after-hours emergencies and special events as required.</li> </ul>
<b>Department/Division</b>	<b>Community Services/Facilities</b>
<b>Reporting to</b>	Manager of Facilities
<b>Annual Salary</b>	\$75,759 - \$88,627.
<b>Closing Date/Time</b>	<b>Friday October 23, 2020 at 4:30pm</b>

**To apply for this position:**

- Please submit a resume, clearly outlining your qualifications and experience, and quoting the job posting number.
- Applications can be submitted by email to [hr@stratford.ca](mailto:hr@stratford.ca). Please do not submit duplicates.
- If **applying** by email, please include the Job Posting Number in the message subject line. Attachments should be in Microsoft Word or PDF format.

**Accommodations** are available for people with disabilities for all aspects of the recruitment process. Applicants should make their needs known in advance.

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