



POSITION VACANCY

Call Number:	2021 - 50
Position:	Facility Supervisor – MacBain Community Centre
Type of Vacancy:	Permanent
Work Schedule (hours & days):	40 hour work week Schedule includes evenings and weekends
2021 Salary Range:	\$82,240 to \$102,800
Date Posted:	September 24, 2021
Closing Date:	October 8, 2021 at 4:30 p.m.

Full details on this position is attached. To apply, please submit your cover letter and resume at www.niagarafalls.ca (**Careers and Employment**). Applications must be submitted online and will be accepted until 4:30 p.m. on **Friday, October 8, 2021**.

The City of Niagara Falls is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. Upon request, the City will accommodate the accessibility needs of applicants under the Ontario Human Rights Code and *Accessibility for Ontarians with Disabilities Act (AODA)* throughout all stages of the recruitment, selection, and interview process. Personal information is collected under the authority of *The Municipal Act* and will only be used to determine suitability for this position. We thank all applicants for their interest, but only those advancing through the selection process will be contacted.

To help reduce the risk of COVID-19 transmission, the City of Niagara Falls implemented a Vaccination policy whereby all new hires as a condition of being hired and provide proof of full vaccination, or provide proof of a bona fide medical or Human Rights Code exemption on a form issued from and approved by the City of Niagara Falls.

Human Resources

Attachment

CITY OF NIAGARA FALLS

POSITION DESCRIPTION
Recreation and Culture

This description reflects the general details considered necessary to describe the principle functions of the position identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in such classification.

POSITION TITLE: Facilities Supervisor - MacBain Community Centre

POSITION SUMMARY: Responsible for the supervision, maintenance and service of the MacBain Community Centre, indoor and outdoor swimming pools and other R&C facilities as needed.

RESPONSIBLE TO: Manager of Recreation and Community Programming

SUPERVISES: Janitor – Recreation and Culture Facilities (4), PT Casual staff

RESPONSIBLE FOR:

1. Responds day to day to requests for Recreational facility accommodations at the MacBain Community Centre and Pools such as: janitorial services, in-house millwork, furniture relocation, mechanical trouble-shooting.
2. Provides direct front line supervision and is responsible for providing operational work assignments, guidance, discipline, and performance evaluations for staff. Maintains a customer-friendly department atmosphere and sets high expectations of staff to deliver superior customer satisfaction.
3. Develops and maintains for the MacBain Community Centre building: preventive maintenance programs; building systems and equipment, inventory records of all mechanical systems and their condition, services life, prepares a replacement schedule, including performing equipment readings for general building maintenance activity.
4. Prepares work schedules for janitorial staff, assigns personnel and equipment and provides the resources required to perform the tasks. Follow up to ensure tasks are completed.
5. Assists the Manager in the preparation of: annual operating, capital budgets, longer-range forecasting for the MacBain Centre building improvements and swimming pool improvements.
6. Monitors the administration of the approved budget including authorization of expenditures of the MacBain Community Centre and swimming pool facility related expenditures.

7. Leads the ongoing operation and maintenance of the MacBain Community Centre building including but not limited to office spaces, and indoor and outdoor pools.
8. Responsible for managing contractor compliance in accordance with the corporate health and safety policies, and Provincial regulation such as: the Fire Code, Building Code and Occupational Health and Safety Act as it relates to construction safety and designated substance within a building.
9. Prepare and schedule assessments for: building condition inspections, preventive maintenance inspections, ensures the safe operation of all mechanical, electrical, plumbing systems, HVAC, life safety systems, and ensure the building envelope repairs and grounds are maintain to department standards.
10. Develop, coordinate, and administer contracts for small value construction R&C projects and purchases related to: mechanical or electrical repair or replacements, furniture, window coverings, building component related repair or replacement contracts.
11. Liaise with with officials, agencies, contractors, designers (Engineers, Architects, etc.) as necessary.
12. Work closely with R&C staff and Niagara Peninsula Energy and Niagara Regional Broadband Network and other Utilities as required.

POSITION REQUIREMENTS:

Minimum three (3) year college diploma in Mechanical or Facilities engineering or related field.

Certified Pool Operator

At least five (5) years of experience in building maintenance or related.

Knowledge of facility maintenance including building automation systems, HVAC, risk management practices.

Knowledge of Provincial legislation, including fire codes, building codes, the Occupational Health and Safety Act, and; industry standards such as: municipal by-laws; local utilities standards, etc.

Basic Computer skills in Word, Excel and Recreation Software

Valid Class G Drivers License

Revised: September 24, 2021