



POSITION VACANCY

Call Number:	2022 - 79
Position:	Facilities Maintenance Supervisor
Type of Vacancy:	Permanent
Work Schedule (hours & days):	Monday to Friday (40 hour work week) On-call after hours for emergencies
2021 Salary Range:	\$83,720 to \$104,650
Date Posted:	November 22, 2022
Closing Date:	December 9, 2022 at 4:00 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 4:00 p.m. on **Friday, December 9, 2022**.

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.

Human Resources

Attachment

CITY OF NIAGARA FALLS

POSITION DESCRIPTION
Recreation, Culture & Facilities

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 Maintenance Supervisor

POSITION SUMMARY: Responsible for the supervision, maintenance, and operations of municipal facilities.

DIVISION: Facilities Services

RESPONSIBLE TO: Manager of Facilities and Operations

SUPERVISES: Facilities Technologist (2), Janitors – Recreation and Culture Facilities (4), Trades Helper (2), Maintenance Tradesperson (Electrician), part-time staff.

RESPONSIBLE FOR:

1. Oversee the routine and reactive maintenance, repair, and upkeep of City owned or operated facilities including: HVAC, swimming pool systems, ice plants, boilers, and other building systems. Supervise daily programming support, custodial, trade, and maintenance labor activities. Ensures facilities are walked and inspected on a weekly basis. Keep accurate records of work requests, equipment inventory, supplies, security, key management, certificates, licenses, forms, and safety documents. Record, report and respond to emergency situations both during and after hours as required.
2. Provide direct front line supervision and responsible for providing training, operational work assignments, guidance, discipline and performance evaluations for staff. Select, train, evaluate and motivate staff. Prioritize and delegate work assignments for staff to meet service needs and deadlines. Confirm that work complies with provincial health, safety and regulatory standards. Coach employees,
3. Make certain that facility support requests, complaints, and questions are responded to in a timely manner meeting division service level standards. Responds to day-to-day departmental requests for facility accommodations such as: in-house millwork, equipment relocation, mechanical and electrical systems troubleshooting. Identify and diagnose technical problems and develop solutions to minimize outages. Communicate service disruptions and planned maintenance. Answer questions and provide

information to other City staff, contractors, tenants and the general public.

4. Support building condition assessments, facility maintenance, remodels, new construction, audits, appraisals, permits, and studies required to support the achievement of corporate strategic objectives. Contribute to and ensure upkeep and compliance with facility management plans (Energy, Preventative Maintenance, Asset Management, etc) to guarantee the safe and optimized operation of municipal facilities.
5. Represent the City with outside professional consultants and contractors in relation to the planning, construction, renovation, maintenance and operations of municipal facilities. Coordinate the performance, activities and compliance of contracted service providers. Prepare specifications for contract service RFP/RFQ.
6. Support the Manager in the development of clear and accurate capital and operating forecasts and budgets. Includes identification of needs in partnership with facilities user groups, collection of budgetary quotes, and analysis of maintenance management plans.
7. Administer the approved budget. Obtain and review quotes, and authorize work and expenditures within approval limits. Allocate resources as needed to achieve division service levels within budget and support the development of business cases to secure Federal and Provincial incentive funding.
8. Assist in administering the division safety program as related to maintenance operations. Work with the Health and Safety Manager and Joint Health and Safety Committees to develop programs, procedures and training to maintain effective and compliant safety procedures and emergency planning.
9. Participate in the development and implementation of goals, objectives, and priorities. Recommend opportunities to improve service delivery methods and lead the implementation of resulting policies, procedures and outcomes.

POSITION REQUIREMENTS:

Minimum three (3) year college diploma in Facilities Maintenance and Operations, Mechanical Engineering, Environmental Engineering, or related field.

At least five (5) years of experience in facilities maintenance and operations or related including building systems maintenance (HVAC and plumbing, electrical, life safety, etc.), automation controls, risk management, coordination of contracted

maintenance activities, support of building refurbishment or construction projects.

Strong written and verbal communication skills with the ability providing customer services excellence.

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

Ability to read and interpret blueprints and schematics, work orders, and technical submissions.

Certified Pool Operator or willing to obtain certification as a condition of employment within first 6 months.

Must possess a valid Class "G" Driver's License.

Basic computer and MS Office skills with intermediate level Excel. Comfortable learning new software.

Preferred:

Licensed Professional Engineer (P.Eng)

Project Management Professional (PMP) with PMI

Experience with work order tools, building automation software, task management software, asset management tools, or project management software.

Revised: May 9, 2022