



JOB TITLE : Supervisor, Buildings and Facilities

DEPARTMENT: Development and Operations

SUPERVISOR'S TITLE: Director of Development & Operations

SUPERVISES: DIRECTLY: Custodial Services Attendant;
Contracted firms

INDIRECTLY: As assigned

JOB DESCRIPTION DATE: August 2020

POSITION SUMMARY

Reporting to the Director of Development and Operations, the Supervisor of Buildings and Facilities is responsible for the operation, maintenance and custodial services for Town Hall, and other municipal building and facilities.

The position supervises, plans, and coordinates the construction, maintenance, and repair of Town facilities, buildings, and related parks structures; administers, monitors, and provides technical input for assigned facilities maintenance, operations, and related projects and programs. The Supervisor provides technical assistance to the Director of Development and Operations and other staff within the department.

DUTIES AND RESPONSIBILITIES

1. Participate in the preparation and administration of the buildings and facility maintenance operating and capital budgets including: submit budget recommendations; monitor expenditures; prepare cost estimates; submit justifications for equipment
2. Work with applicable departmental staff with the preparation of any required tender or quotation as required for procurement.
3. Participate in the development of goals and objectives as well as policies and procedures; make recommendations for changes and improvements to existing standards, policies, and procedures; participate in the implementation of approved policies and procedures; monitor work activities to ensure compliance with established policies and procedures.

4. Supervision of cleaning/custodial staff or contracted firms for buildings and facilities, and other Town owned properties as assigned.
5. Monitor, control and ordering of supplies, equipment, and tools as required.
6. Coordinate construction projects, remodels, and other special projects.
7. Train or coordinate training in facility maintenance and safety methods, procedures, and techniques.
8. Monitors and completes preventative maintenance and schedules repair of the HVAC system and all other mechanical, electrical and fire systems, and maintains records of all such work completed; ensures efficient operation of HVAC System to provide for an energy efficient building.
9. Troubleshoots complex operational and maintenance problems; corrects or directs the correction and repair of operational and/or equipment problems.
10. Identifies and coordinates contracted repairs for building and facilities, and works directly with all contracted firms.
11. Develop and organize preventative maintenance and safety inspection programs for all facilities and equipment.
12. Responds to emergency situations as necessary.
13. Performs other duties as assigned by the Director of Development and Operations or designate.

QUALIFICATIONS AND EXPERIENCE

- University degree or Community College diploma related to building or facility maintenance or Specialized Trade Courses (Electrical, Mechanical, HVAC) or equivalent.
- 3 years experience in building maintenance and repair and the monitoring of HVAC, electrical and mechanical systems
- Capital project management experience for buildings, facilities and parks
- Thorough understanding of the Building Code, Fire Code, Health & Safety regulations and other legislation
- Budget development, monitoring and tracking experience
- Computer literacy utilizing Microsoft Office (Word, Excel and Power Point) and asset management software

- Class G driver's license in good standing; Valid DZ driver's license is an asset
- Hold or intention to acquire valid First Aid and CPR certificates
- Clear police background check

SKILLS

- Excellent budgeting and monitoring skills
- Strong public relations, customer service, communication skills
- Excellent interpersonal skills and ability to build collaborative working relationships
- Strong problem-solving and conflict management skills
- Ability to operate in an environment with a variety of changing priorities, with interruptions
- Ability to work with a wide range of stakeholders, and manage conflict and stressful situations
- Ability to work with minimal supervision
- Ability to maintain calm communication under pressure
- Ability to work in a political environment having political acuity to interact with members of Council and staff
- Strong presentation and report writing skills
- Ability to maintain tact and discretion, dignity and respect in handling matters of a confidential or highly sensitive nature and to maintain confidentiality

CONFIDENTIAL INFORMATION

- Knowledge of security codes and passwords
- Access to sensitive information at all levels
- Financial database information

WORKING CONDITIONS

- Normal working hours 7:30 a.m. to 4:30 p.m. Monday to Friday (40-hour work week)
- May be required to work outside of normal hours including ability to work overtime as assigned
- Physical demands require visual concentration, moderate standing, walking, climbing, computer usage and lifting of various equipment and materials as required.
- Working conditions include an outdoor environment with exposure to building/property conditions, contagions, and inclement weather conditions.

This full time position is Grade 8. The 2020 hourly range is \$31.68 to \$36.02 (under review)

