

The Corporation of the Municipality of Leamington

Notice of Vacancy - Internal / External Posting

Public Works - Supervisor, Facilities and Fleet Services

Resumes will be received until **4:00 PM, Thursday July 24, 2014** for the position of Supervisor, Facilities and Fleet Services in the Municipality of Leamington's Public Works. Applicants will be subject to an interview process to determine eligibility.

Education, Skills and Experience:

- Must have a 3 year diploma in Engineering technology, building science engineering, mechanical engineering or equivalent education and/or experience in a related field.
- Must have minimum 5 years experience in facility management and 5 years experience in a supervisory roll.
- Must have knowledge of all aspects of fleet operation and maintenance
- Must have a valid Ontario Class G driver's license.
- Must have a full understanding of Preventative/Predictive Maintenance systems as it pertains to Municipal facilities and fleet
- Must have knowledge of applicable industry workplace standards such as Board of Health regulations, Ministry of Labour, TSSA, etc.
- Must have experience demonstrating organizational and leadership skills.
- Must have experience demonstrating effective verbal and written communication skills.
- Must have knowledge in the operation and maintenance of building systems such as HVAC, fire safety, elevators, electrical and mechanical.
- Excellent customer service skills and the ability to work with numerous schedules and customers, both internal and external, in order to meet client demands.

Job Description:

Reporting to the Manager of Public Works, the Supervisor, Facilities and Fleet is responsible for; managing the maintenance, preventive maintenance, capital replacement projects, and energy management program of municipal facilities, including the Leamington Kinsmen Recreation Complex (LKRC), Municipal Building, and other municipally owned facilities. The Supervisor, Facilities and Fleet will manage the maintenance, preventive maintenance, and lifecycle renewal requirements of the municipal vehicle fleet.

The position is responsible for the supervision of Fleet Mechanics and the efficient and effective daily operation of the Fleet Garage. Must work together with Public Works Supervisors for the scheduling of work and staff, allocation of vehicles and equipment and recommending the purchase of new assets.

Salary is \$2,535.80 - \$2,864.36 biweekly. Resumes detailing a short description of skills, employment history and relevant experience, and **quoting file number PW07242014-01** will be accepted until 4 pm, Thursday, July 24, 2014 by e-mail only to jobs@leamington.ca For more information and details regarding this position please visit our website www.leamington.ca

Note: Individuals, who may have previously submitted a resume/application for municipal work and are interested in the said position, must resubmit a new resume specifically for this position to be considered for employment. We thank all applicants, however, only those selected for an interview will be contacted. Personal information is collected under the authority of the Municipal Act, 2001, S.O. 2001 and will be used to determine eligibility for employment. The Municipality is an equal opportunity employer.