

CITIZENS FIRST THROUGH SERVICE EXCELLENCE

*We have an exciting opportunity in the **Building & Facilities Department** for an experienced and motivated individual*

Facilities Supervisor – Corporate Facilities (File #14-1879-AMX) Re-posted

As one of Southern Ontario's fastest growing cities, with its mix of urban and rural areas, Vaughan is an in-demand place to live and work. Vaughan is considered one of Canada's most family friendly cities with a dynamic and diverse population of over 300,000. With one of the top performing economies, a growing tourism industry and an enviable portfolio of recreational and cultural venues, this is the place where you want to be.

Responsible for:

Overseeing and maintaining the safe, efficient operation of Vaughan City Hall, the Joint Operations Centre (JOC) and all facilities operated by non-City staff ("unmanned buildings"), including the Department Lead for operational issues at City Fire Halls and Libraries. Inspects buildings on a regular basis, prepares and submits reports to the Manager of Facilities. Ensures smooth functioning and code compliance of designated facilities by supervising activities of assigned staff, co-ordinates and prioritizes repairs, maintenance, janitorial requirements, etc.; monitors contractors work in-progress and implements timelines for project completion. Liaises with and responds to inquiries from staff and the public, prepares reports and inspection/maintenance records.

Qualifications and experience:

Must possess at minimum one (1) or a combination of any of the following Certificates: Mechanical Engineering, Stationary Engineer, Certified Facility Manager (CFM), Facility Management Professional (CFM), Facility Management Administrator (FMA), Building Environmental Systems (BES), Building Environmental Systems Manager (BESM) and/or Refrigeration "B" License. Minimum of five (5) years' experience in facility operations, with at least three (3) years in a supervisory capacity, preferably in a unionized environment. Demonstrated knowledge in general business management principles including financial management, including budget and contract administration; procurement, etc. Ability to work well under pressure and enforce safety / security regulations. Excellent oral / written communication skills, interpersonal, and public relations skills. Coupled with effective analytical and problem solving skills. Ability to conduct oneself in a manner bestowing tact and diplomacy within a political environment. Demonstrated knowledge and experience in planning, prioritizing and organizing complex workload for self and others amongst multiple conflicting priorities. Well developed skills in Microsoft Office Suite, particularly Word, Excel, and Outlook. Working knowledge of applicable legislation and regulations such as the Occupational Health and Safety Act regulations in order to meet competent supervisor requirements; the Ontario Fire Act, etc. Knowledge of, and demonstrated ability in, the city's core competencies and relevant functional competencies. Valid Class "G" Ontario Driver's License in good standing and a reliable vehicle for corporate use and availability to work irregular hours including weekends and respond to 'after hours' emergencies as required.

In addition to offering a competitive compensation package, we have a strong focus on health and wellness, including fitness facilities and family-focused benefits.

If you are an energetic person who is interested in bringing your knowledge and passion for Facility Management to the City of Vaughan, please forward your resume in MS Word or PDF only, quoting **File 14-1879-AMX** in the subject line by **4:30 pm on August 7, 2014** to:

Human Resources Department
City of Vaughan, 2141 Major Mackenzie Drive
Vaughan, ON L6A 1T1
Fax 905-832-8575
resume@vaughan.ca

Please note that only candidates selected for interviews will be contacted.

The City of Vaughan is committed to diversity and inclusivity in employment and welcomes applications from qualified individuals of diverse backgrounds. The City of Vaughan is also committed to providing accommodations for people with disabilities. If you require an accommodation, we will work with you to meet your needs.