

The Corporation of the Town of LaSalle

Job Posting

Job Title:	Manager of Facilities
Department:	Public Works
Reports to:	Director of Public Works
Rate of Pay:	\$98,610.11 - \$110,922.87
Posting Date:	Friday, July 15, 2016
Posting Deadline:	Monday, August 1, 2016

Summary

The Manager of Facilities is responsible for the overall operation and maintenance of all municipal facilities including the Vollmer Culture and Recreation Complex. Other responsibilities include responding to inquiries/complaints from the public, preparing departmental policies/procedures, recommending levels of service, asset management, energy management, preparation and tendering of quotation requests, consulting with external contractors, developing and implementing business plans, and ensuring compliance with all pertinent regulations and standards. The Manager of Facilities shall also provide leadership to direct reports, assess/develop/evaluate departmental human resources, assist with the administration of one collective agreement, monitor time sheets (including sick time, banked time, vacation requests, and overtime), assign and track daily work activities, inventory management, and processing of invoices.

Primary Duties and Responsibilities

1. Develop, implement, execute, and monitor divisional business plans
2. Monitor and assess asset management life cycles, conditions, and valuations
3. Establish operational and maintenance budgets
4. Review and recommend capital budgets and expenditures
5. Ensure compliance with all regulations, standards, and Town policy and procedures
6. Maintain arenas, ice surfaces, indoor and outdoor pools, fitness equipment, and concession area in accordance with regulations established by the Health Unit, Public Pool Regulations, and TSSA
7. Ensure timely completion of preventative maintenance for building systems
8. Schedule and maintain a cleaning schedule for auxiliary facilities
9. Organize and schedule building maintenance work orders for all municipal facilities
10. Ensure programming events are setup, taken down, and cleaned as required
11. Act as the liaison for departmental projects
12. Conduct on-site visits in order to confirm that work is being completed in accordance with quality standards

13. Prepare tender and quotation requests to procure facility equipment, maintenance, etc.
14. Manage and enforce divisional health and safety program
15. Review, recommend, and develop departmental policies as required
16. Prepare Council reports, and attend Council meetings as required
17. Manage divisional human resources
18. Manage maintenance contracts and joint-use facility agreements
19. Provide guidance and support to direct reports
20. Monitor and approve employee time sheets, sick time, banked time, vacation requests, and overtime
21. Assign and track work orders
22. Monitoring and ordering of inventory
23. Receive, approve, and code divisional invoices
24. Provide emergency on-call support for after-hours coverage
25. Monitor and coordinate staff training
26. All other duties as assigned

Qualifications

- Three (3) year Power Engineering Technology – Mechanical Diploma, or three (3) year Heating, Refrigeration and Air Conditioning Technology Diploma, or equivalent
- Minimum of seven (7) years previous related experience
- Strong knowledge of Microsoft Office (Word, Excel, Outlook)
- Excellent analytical, organizational, and problem solving skills
- Superior verbal and written communication skills
- Valid Class "G" drivers license

Qualifications Considered Assets

- Bachelor of Applied Technology - Architecture - Project and Facility Management
- Skilled trade related to Millwright, Plumbing, Electrician, and/or HVAC systems
- Certified Ice Technician
- Certified Pool Operator

Working Conditions

- Duties shall primarily be performed indoors, however some outdoor duties may be required in all weather conditions
- Safety equipment as required (i.e. safety shoes, glasses/goggles, hearing protection, etc.)
- Manual dexterity to use desktop computer, peripherals, etc.
- Periodic local and out of town travel required
- Operation of motor vehicle

Hours of Work

- Primary hours of work are Monday to Friday (35 hours), day shift
- Flexibility in hours of work may be required for special events, facility Supervision, contractor schedules, Council meetings, etc.
- On-call duties as required

Physical Requirements

- Physical work environment requiring extended periods of walking, standing, sitting, and driving.

Direct Leadership Responsibilities

- Maintenance Leader
- Maintenance Custodians
- Facility Operator 1
- Facility Operator 2
- Janitorial Assistants

All applicants are encouraged to submit a resume and cover letter in confidence to:

Town of LaSalle
Attn: Human Resources
5950 Malden Road
LaSalle, ON N9H 1S4
hr@town.lasalle.on.ca

We thank all applicants who apply for this position, but only those external candidates selected for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection Act, personal information is collected under the authority of the Municipal Act, and will only be used to determine eligibility for potential employment. We are dedicated to equal opportunity. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.