



FACILITIES SUPERVISOR NON UNION POSITION

The City of Port Colborne is seeking a Facilities Supervisor with excellent management, interpersonal, organizational, problem solving, communication, research, financial and time management skills.

This position reports to the Manager of Engineering Services and is responsible for the leadership of the building maintenance staff. In this position, you will be responsible for short, medium and long-term capital asset management planning, reporting and budgeting. This position will be required to plan, lead and direct the efficient and safe operation, preservation and maintenance of municipal facilities and building systems including: office spaces, arenas, community centres, splash pad, fire hall, library and museum, through the effective and efficient deployment of physical resources, human resources and contractors. The Facilities Supervisor is responsible to develop, oversee, monitor and continuously improve the preventative maintenance programs for facilities; coordinate inspections of properties, equipment, installations and signage to ensure maintenance standards are met; ensure customer satisfaction by regularly interacting with users and attend various sites as required. This position will participate in the on-call rotation.

A minimum of five years' experience in facility operations, maintenance and supervision in a unionized environment preferably with a municipality is required. A diploma from an accredited college in Facility Maintenance or equivalent program, certification with Ontario Recreation Facilities Association is preferred. This position must be familiar with maintenance management systems, including knowledge of the Ontario Building Code and Occupational Health and Safety. Maintenance Management Profession Certificate (MMP) is an asset. Computer literacy in MS Office, presentations, database software and MS Project is required.

Must have a Class G driver's license in good standing.

The salary for this position is currently under review. The City also offers a competitive pension and benefit package.

To confidentially explore this exciting and challenging opportunity,
please submit your resume and cover letter by November 30, 2017 to:

**City of Port Colborne, 66 Charlotte Street,
Port Colborne, Ontario L3K 3C8
Or by e-mail to: careers@portcolborne.ca
Fax: 905-835-2969**

We thank all those who apply, but advise that only those applicants selected for an interview will be contacted. The City of Port Colborne is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. If contacted for an interview, please advise the Human Resources staff of any measures you feel you need to enable you to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially. Personal information is collected under the authority of the Municipal Act, 2001 (S.O. 2001, c.25) and will be used to select a candidate.