

FACILITIES & BUILDING SUPERVISOR

The Facilities & Building Supervisor is responsible for:

- The administration and staffing for the maintenance and operation of designated City owned facilities and buildings

Reporting to the Operations Manager, this position will perform the following duties:

- Implement and monitor the preventative and ongoing maintenance program for recreation facilities
- Ensure all activities related to the operation and maintenance of recreation facilities are recorded and reported on a monthly basis
- Co-ordinate, supervise and schedule maintenance staff, ensuring time cards, reports, work orders and records are completed and accurate
- Train staff on the use of safe and proper working procedures and practices, proper care and maintenance of tools and equipment
- Ensure inspection and completion of accurate records for refrigeration plants, boilers and HVAC systems
- Investigate and rectify complaints from the public
- Co-ordinate and supervise an ongoing program to ensure public safety in accordance with fire, health, building and Occupational Health and Safety Regulations
- Monitor and assist in maintenance and repairs of facilities' mechanical, controls, security and alarm systems
- Prepare necessary budget information and monitor expenditures
- Assist in policy and procedure development
- Assume responsibility for supplies and equipment including storage and distribution

Qualified candidates will have education and experience obtained with a degree or diploma from a recognized facilities operation maintenance program supplemented by certification and/or courses relevant to: Refrigeration Engineering Certificate (or equivalent), Fireman's Certificate (or equivalent), Department of Public Health Level 1 Pool Operator's Certificate (or able to obtain), Level 1 Arena Operator's Certificate (or able to obtain) and WHMIS and Safety Training. Along with 2 years' experience in a supervisory capacity, as related to the operation and maintenance of arenas, pools and buildings, preferred candidates will possess:

- Extensive experience and knowledge in building trades, a journeyman certificate in refrigeration, electrical or mechanical, parks, horticulture and unionized environment would be an asset
- Thorough knowledge and understanding of Occupational Health and Safety Act and Regulations

Salary: \$68,892 - \$86,148 annually

If this opportunity appeals to you, please submit a resume prior to 5:00 p.m. July 31, 2017, outlining your credentials and names of references and indicating Competition #17-18, to:



City of Moose Jaw, Human Resource Services

Fax: (306) 694-4517 or

E-mail: postings@moosejaw.ca

We will contact applicants we wish to consider within 3 weeks of the competition closing date. All applicants are thanked for their interest.