



Career Opportunity – Internal/External Posting

Facility Supervisor Community and Development Services

Position Summary:

Reporting to the Manager of Facilities, the Facility Supervisor is responsible for coordinating the maintenance, preventive maintenance, capital replacement projects, and energy management program of municipal facilities, including the Nature Fresh Farms Recreation Centre (NFFRC), Municipal Building, Library Facility, Art Gallery, Leamington Court Building, Ontario Provincial Police Leamington Detachment Building, Fire and other municipally owned buildings as assigned.

Key Responsibilities:

- Provide excellent internal and external customer service.
- Plan, prioritize, assign and monitor the work of maintenance employees and contractors as related to municipal facilities.
- Provide instruction and supervision to maintenance employees. This includes coordinating weekly job assignments, scheduling, training, performance evaluation, and management.
- Coordinate work assignments and preventative maintenance contracts with contractors or maintenance employees at all facilities.
- Provide input and recommendations on budget items, including capital and operating budgets, capital replacement planning, and asset and lifecycle management.
- Analyze project details and coordinate multi-trades.
- Ensure regulatory compliance, under the TSSA, Elevator Act, health and safety, fire systems and contractor monitoring.
- Troubleshoot equipment failures and determine the correct course of action, as needed.
- Primary contact from security alarm and facility emergencies.
- Coordinate monitoring of additional buildings that are purchased by the Municipality. Including reports (asbestos, structural, etc.), repairs caused by vandalism of unoccupied buildings up to and including the coordination of demolition and/or resale.
- Research, evaluate and implement energy management systems within the assigned municipal facilities and operations.
- Coordinate tender specifications and documents for projects on assigned municipal facilities when required.
- Comply with applicable provincial and municipal legislation including the Municipal Freedom of Information and Protection of Privacy Act, and the Municipality's Records and Information Management Program.

- Comply with the Occupational Health and Safety Act, applicable regulations, and the Municipality's Health and Safety Program.
- Other duties as assigned.

Qualifications, Knowledge, and Skills:

- Must have a recognized three-year college diploma in engineering technology, facilities management, or equivalent education and/or experience in a related field
- A minimum of five (5) years' experience working in facility management.
- A minimum of five (5) years' experience in a supervisory role, with experience in a Unionized environment preferred.
- Must demonstrate effective verbal and written communication and interpersonal skills.
- Must demonstrate organizational and leadership skills.
- Must have experience working with regulatory bodies such as TSSA, industry, Public Health, and Ministry of Labour.
- Must be knowledgeable in all aspects of facility operation and maintenance, including preventative/predictive maintenance systems.
- Must be knowledgeable in the operation and maintenance of building systems such as HVAC, fire safety, elevators, electrical and mechanical units.
- Must be proficient in a Microsoft Windows and Microsoft Office Suite environment.

Hours of Work and Working Conditions:

This position is employed for 40 hours per week in an office environment. Some travel and attendance at evening meetings is required. Must be on call to provide emergency service including weekends and evenings.

Employee Group:

Non-union

Salary Range:

\$102,645.57 to \$120,080.80 (2025 Rates)

Closing Date:

Applications must be received by 11:59 PM, Sunday, March 23, 2025.

How to Apply:

Interested candidates must apply online through our website, leamington.ca/careers

We thank all applicants; however, we will contact only those selected for an interview. Selected applicants will be subject to an interview process and skills testing to determine eligibility.

We are pleased to accommodate any individual needs under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If you require accommodation throughout the hiring process, please contact Human Resources at 519-326-5761 ext. 1112 to make your needs known in advance.

Personal information on this form is collected under the authority of the Municipal Act, 2001, R.S.O. c45 and will be used to determine eligibility for employment. Questions about the collection of this information can be directed to the Manager of Legislative Services/Clerk, Municipality of Leamington, 111 Erie Street North, Leamington, Ontario, N8H 2Z9, Telephone: 519-326-5761