



Employment Opportunity

POSITION:	Facilities Superintendent
DIVISION:	Operations and Facilities
COMMENCING:	June 2019
SALARY:	\$64,823 - \$86,430
DEADLINE:	Thursday June 6, 2019 at 4:30 PM

Please submit your application package to the attention of 'Human Resources Manager':

- ❑ By email to jforbes@fortfrances.ca in the form of one (1) PDF file (preferred).
- ❑ At the reception desk of the Civic Centre at 320 Portage Avenue
- ❑ By fax at (807) 274-8479

Application forms are available also online at:

<https://www.fortfrances.ca/town/human-resources/employment-opportunities>

To learn more about this opportunity, please contact Travis Rob at (807) 274-9893.



Position Description

Position Title:	Facilities Superintendent
Supervisor:	Operations & Facilities Division Manager
Employee Group:	Management / Non-Union

Position Summary

As part of the Operations and Facilities Division Management team the Facilities Superintendent is accountable for efficient administration of financial, material, and human resources; as well as for the planning, organizing, scheduling, supervising the complete operation of all facilities under the Town of Fort Frances umbrella. The Facilities Superintendent will work closely with all divisions of the Town of Fort Frances to arrange for the completion or works and the securing of manpower to complete larger projects.

Direction Received

- The incumbent reports to the Operations & Facilities Division Manager
- The incumbent routinely will be required to carry out the duties and responsibilities of the position without close supervision and in constant co-operation with other divisional personnel.
- The Facilities Superintendent follows administrative and operational policies established by Council and in accordance with all provincial statutes and regulations.

Direction of Others

- Reporting directly to the Facilities Superintendent is a unionized workforce of full-time and part-time employees, as well as non-union students and staff.
 - Asset Management Coordinator (day to day tasks)
 - Tradesperson
 - Memorial Sports Centre Caretakers
 - Memorial Sport Centre Facilities Attendants
 - Student Arena Attendants
 - Sunny Cove Caretaker
- The incumbent prepares daily, weekly, monthly work schedules and establishes reporting procedures for subordinate staff. The incumbent recommends approval for

paid and unpaid leave, change of status, rate changes and scheduling of overtime shifts.

- Reviews, and authorizes payroll submissions, shift work and vacation schedules
- The Facilities Superintendent provides training, training opportunities and instruction to employees on work procedures and safety.
- May discipline employees or recommend suspension following consultation with Manager of Operations & Facilities Division.
- Administers provisions of the Collective Agreement governing unionized employees.
- Ensure all occupational health and safety regulations and training requirements are met for all subordinate staff.
- Manages the certification, and licensing of all Facilities Attendants

Revenue, Asset and Expenditure Scope

- | | |
|-----------------------------------|-----------------------|
| ▪ Annual Operating Budget | \$1,000,000 |
| ▪ Annual Capital Expenditure | \$150,000 – 2,000,000 |
| ▪ Assets: Equipment and Buildings | \$50,000,000 + |

General Responsibilities

- Provides necessary information to assist the Corporation to maintain, repair, purchase, and dispose of its tangible capital facility assets.
- Provides information, and supporting documentation to assist with capital planning, as well as, short- and long-term financial planning for the Corporation's facilities.
- Completes or facilitates asset condition rating to improve asset data within the Town's Asset Management Plan.
- Provide updates to Mayor and Council as required.
- Prepare annual capital budget estimates, and annual facility requirements for Division Managers prior to the annual budget process.
- Works within a maintenance management and workorder system for the entire organization.
- Organizes and supervises maintenance on all buildings and structures for the Town. This includes establishing a preventative maintenance program for all stationary equipment (HVAC units, hot water tanks, boilers and standby power units) in all Town owned buildings.
- Prepares tenders for maintenance contractors and provides contract administration. Ensures all safety standards and regulations as outlined under the occupational health and safety act and applicable legislation are followed at all times.
- Establishes and maintains maintenance contracts for specialized equipment such as Ice plants and standby generators.
- Completes weekly facility inspections of the Town's public buildings and monthly inspections of all Town buildings.
- Responsible for proper tendering as required. As part of process, prepares job cost estimates, examines repairs-replacement alternatives, coordinates preparation of specifications, and makes recommendations to the Division Manager regarding bid acceptance.

- Ensures private contractors meet their obligations as outlined in the terms and conditions of executed contracts and/or letter of understanding.
- Ensures all safety standards and regulations as outlined under the Occupational Health and Safety Act and applicable legislation are followed at all times.
- As maintenance jobs and activities are completed, the incumbent will supply data to the Engineering staff for up-dating the master record drawings and Geographic Information System (GIS).
- Provides data to the Division Manager for grant applications and insurance claims.
- Schedules and conducts monthly safety meetings with crew members to ensure that all applicable legislation, regulations, rules, policies, procedures and industry standards are understood and followed.
- Assumes additional duties as required during the absence of the Manager of Operations and Facilities, Transportation Superintendent and/or Environmental Superintendent or as assigned.
- Other duties as assigned.

Education and Qualifications

- Three year Civil Engineering Technology Diploma, Three year diploma in a related field, or University Degree in Civil Engineering. Or an equivalent combination of education and experience.
- Consideration
- 3-5 years experience in
- Demonstrated working knowledge of Building construction and maintenance.
- A background in accounting and project management is an asset
- Ability to work independently without direct supervision.
- Preference will be given to individuals with superior communications skills.
- Proficiency with standard office software including, e-mail, word processor, and spreadsheet applications.
- Valid Ontario Driver's License

Effort

- Review of data, preparation of estimates of job requirements based on multiple considerations, and preparation of timetables integrating various jobs require continuous concentration for prolonged to extreme periods. Attention spans are continually interrupted for short durations due to public and staff inquiries.
- Physical demands are related to combine muscular and sensory strain for long to extended periods of time.

Working Conditions:

- The incumbent is required to work an eight-hour day during regular business hours with minimum requirement for out of town travel. The incumbent is required to be available for emergency call out and is compensated for stand by duty. Additional hours average up to 20% in excess of the regular workday, which relates to pre-shift organization time.

- The incumbent spends 50% of the average workday indoors in semi-private office surroundings. The balance of the day is spent in travel to and inspection of worksites with infrequent exposure to disagreeable climatic conditions for long to extended periods.
- The incumbent is frequently exposed to risk from moving machinery and equipment for moderate periods while inspecting worksites.
- The incumbent is occasionally exposed to noise, and other related physical hazards.

Conditions of Employment

- Employment is conditional upon a satisfactory Criminal Record Check, and Vulnerable Sector Screening.