



## **The Corporation of the Town of Lakeshore** has an Career Opportunity for a **Supervisor of Site Services**

The Town of Lakeshore is a beautiful Municipality situated in southern Ontario along Lake St. Clair. The Town has a population of over 35,000 and is one of the fastest growing municipalities in Ontario. The Town Lakeshore enjoys a temperate climate year round with more than 200 growing days. Lakeshore's affordable lakefront community enjoys over 35 km of waterfront, low taxes, a high quality of life and abundant recreational opportunities with the new multi-use recreation centre, the Atlas Tube Centre including pools, 3 ice pads, gyms, and much more.

The Town of Lakeshore has an employment opportunity for a Supervisor of Site Services. Reporting to the Manager of Recreation and Leisure and under the general direction of the Director of Community and Development Services, the Supervisor of Site Services - ATC is responsible for the day to day efficient and safe building operating systems and maintenance of the Atlas Tube Centre (ATC) including the direct supervision of the Chief Operator, Rink and Facility Attendants and casual Facility Staff. This position is responsible for ensuring compliance with all legislation and Town policies for the protection of public health and safety, associated customer service functions, including responding to enquiries from the general public, Town staff and user groups.

### **Qualifications:**

- Class 4 Stationary Engineering Diploma or Diploma in Building Sciences or in any other related field.
- Minimum of 10 years of experience in building operations and maintenance, preferably in public use venues.
- Minimum five (5) years must be in a supervisory capacity, or have the equivalent combination of knowledge and experience.
- Must have the Technical Standards and Safety Authority Refrigeration Class B license or equivalent.
- Must have NSPF Certified Pool/Spa Operator (CPO) designation or equivalent that is suitable to the Town.
- BOMA, IFMA, Building Environmental Systems (BES) designation considered an asset.
- Valid Class G driver's license

### **Knowledge:**

- Knowledge of refrigeration, ice and pool maintenance principles, and physical plant maintenance and mechanical aptitude.
- Demonstrate an understanding of all systems and system components which make up the operation of a building.

- Demonstrated knowledge of and skill in using major cleaning equipment, methods and materials.
- Demonstrated ability to discuss the design and operation of components, purpose and operation of all building systems including building envelope, heating, air conditioning, air handling, electrical, plumbing, HVAC controls and water treatment with outside contractors and service technicians.
- Ability to diagnose and solve problems in the various environmental systems within the building envelope.
- Excellent working knowledge of and ability to apply all relevant safety policies, standards and legislation (Ontario Occupational Health and Safety Act), TSSA, First Aid, CPR, Public Access Defibrillator (PAD) and WHMIS training are assets and must be obtained and/or renewed as per the Department's training schedule.
- Excellent written and oral communication skills.
- Able to read, understand and follow general and technical instructions, blueprints, methods and procedures dealing with a variety of situations.
- Able to complete forms and records relevant to the job.
- Must be computer literate and knowledgeable in Windows, Microsoft Office environment and Building Automation Systems.
- Excellent customer service, organizational and leadership skills to work with both internal and external clients and coworkers
- Must be a competent supervisor within the meaning of the Occupational Health and Safety Act

### **Major Responsibilities:**

- Ensure compliance with all regulations under the Occupational Health and Safety Act and other governing regulations and legislation, operating policies, procedures, by-laws and principles of the Town of Lakeshore
- Plan, prioritize, assign and monitor the work of all rink and facility attendants and contractors within the facility.
- Establish and maintain a preventative maintenance program for all building systems.
- Maintain all safety inspection logs such as health and safety, fire tests, and other relevant inspections in compliance with legislated federal and provincial statutes and regulations and provide reports as required.
- Assist in the preparation of tender specifications and documents for municipal contracts, purchases and operations.
- Liaise with Recreation and Leisure Services to ensure coordination of programs, tournaments and events to ensure excellent customer service to the public at all times.
- Administer staff training and education for yourself and those under your supervision including all training requirements under all aspects of Health and Safety legislation.
- Conduct performance evaluations and administer discipline as required.
- Provide input to the Manager to prepare a divisional budget of operating and capital budget expenditures
- Available to work extended hours 7 days a week including evenings and weekends.

- Primary contact for security alarm and emergencies including after hour and weekend calls
- Ensures the safety, maintenance and management of all equipment, systems, and electronic equipment including phones and computers, related to the operation of the ATC
- Other duties as assigned

### **Decision Making and Judgement:**

- Work is performed under the general direction of the Manager of Recreation and Leisure, and often without available referral for complex technical issues
- Access is available to Municipal policies and procedures, by-laws and regulations as well as other department staff for advice and guidance in the performance of duties, but by necessity, must provide leadership in technical matters
- Establishing priorities of work schedules and identifying the most effective and efficient means of delivering the services and maintaining the entire Atlas Tube Centre within budgeted amounts and approvals.
- Supervising the effective and efficient building systems operations of the Atlas Tube Centre in accordance with established policies, procedures, directives and guidelines.
- Assisting in the preparation of operating and capital budgets and the preparation and review of tender documents.
- Problem solving, researching and evaluation of information to determine the best course of action within best practices and guidelines and budgeted amounts.

### **Human Resources:**

- Directly supervises the Chief Plant Operator, Rink Attendants, Facility Attendants and seasonal and student employees that may work in building services part of operations of the ATC.
- Oversees and monitors the work of all contractors with respect to work performed in ATC for compliance with health and safety, and Town policies.

### **Financial Management:**

- Assist in the preparation of an operating and capital budget.
- Review quarterly variance reports and monitor divisional budget lines to ensure expenditures related to operational and capital items are within approved budgets.

### **Interpersonal Skills:**

Excellent interpersonal skills to lead the staff and interact with the Manager, coworkers, contractors and customers in a team environment.

### **Internal:**

- With the Manager of Recreation and Leisure to receive direction, guidance and guidance.
- With other Managers, Supervisors and co-workers where duties and responsibilities mutually affect each of the parties

## External

- With community organizations and the public to ensure that resources are available and facilities and grounds are maintained and ready for use;
- With contractors to ensure projects are completed as tendered and timelines and commitments are met.
- With associates in other Municipalities to obtain and exchange information

## Working Conditions:

### Environment

- Works on site at the Atlas Tube Centre.
- Bending, stooping, climbing, standing for extended periods of time, walking, driving, walking on uneven or slippery surfaces, crouching, lifting
- Dexterity to operate office equipment and small tools
- Exposed to noise, dust and environmental conditions of heat and cold
- May be exposed to toxic chemicals such ammonia, chlorine and other cleaning chemicals
- May be subjected to adverse behaviour from the general public and others
- Some travel may be required.

### Control over Work Schedule

- 35 hours per week scheduled usually between Monday and Friday
- May be required to work varied and irregular hours including evening and weekends
- Main contact for after hours and emergency alarms and call-ins.
- Work is subject to deadlines and may be required to work overtime to handle workload.
- Lieu time is capped at 35 hours per year

Qualified applicants interested in the position are to email a detailed resume outlining their qualifications to [jobs@lakeshore.ca](mailto:jobs@lakeshore.ca) no later than 2:00 pm on Thursday, May 16, 2019 clearly indicating Supervisor of Site Services in the subject line. The salary is \$75,115 to \$87,869 annually (2019 rates) with competitive benefits and pension.

Personal information is collected under the authority of the Municipal freedom of Information and Protection of Privacy Act and will only be used for the purpose of determining eligibility for this competition. The Town of Lakeshore is an equal opportunity employer. Accommodations under the requirements of the Accessibility for Ontarians with Disabilities Act (AODA) will be provided upon request.