



**Job Posting
Facilities Supervisor
Regular Part-Time**

Date Posted: August 30, 2019
Closing date: September 20, 2019

We are seeking a part-time Facilities Supervisor. In this position, the successful candidate will provide management and oversight of our 56,000 sq. ft. facility located in west Windsor. This position is required Mon-Fri 8:30 am -12:30 pm (20 hrs per week) and is eligible for health benefits.

Basic Duties and Responsibilities:

- Manage routine operation of facility infrastructure (i.e. air handling equipment, building automation, etc.).
- Provide hands-on support to perform minor maintenance tasks (i.e. filter changes, preventive maintenance, lamp replacement, minor plumbing, minor electrical, etc.).
- Oversight and coordination of contracted maintenance and cleaning personnel, outside maintenance contractors.
- Oversight of the facility preventive maintenance program including contracted PM and in-house tasks.
- Provide technical expertise and project management support as required.
- Provide input and support for preparation and management of capital and operating budgets as required.
- Provide input and support for procurement of facility/maintenance equipment and services contracts.
- Maintenance of policies, standard operating procedures, etc. related to facility maintenance.
- Liaison with outside agencies on behalf of the Centre (i.e. TSSA, ESA, construction consultants, other inspectors, etc.).
- Respond to inquiries/complaints and make recommendations to resolve issues as they arise.
- Monitor work to ensure compliance with codes, standards and legislation.

Qualifications:

- Post-secondary diploma or degree in a related discipline (i.e. engineering, architecture, construction), or relevant trade certification (i.e. plumber, electrician).
- 5+ years experience in facility management, preferably in an institutional setting of a similar size and complexity (i.e. healthcare, schools), with a broad understanding of various trades and construction methods.
- Practical experience in the construction industry is an asset.
- PEMAC, BOMI or similar industry certification in facility maintenance management an asset.
- Familiarity with legislation, codes and standards pertaining to building construction & maintenance, including but not limited to the Ontario Building Code, Ontario Fire Code, CSA standards, NFPA standards, ASHRAE standards, local by-laws, etc.
- Ability to read and interpret technical drawings, specifications, manuals, etc.
- Physical ability to meet the requirements of the position.
- Working knowledge of computers and common software, such as email, internet browsers, basic Microsoft Office programs (i.e. Word, Excel, etc.), CMMS software, BAS, etc.
- Understanding of the requirements of the OH&S Act.
- Familiarity with emergency preparedness planning is an asset.

Please submit your resume and cover letter no later than 5:00 p.m. on September 20, 2019 to:

John McGivney Children's Centre
hr@jmccentre.ca
~Helping Abilities Grow~