

The City of Pickering is committed to creating an equitable, diverse and inclusive workplace and strives to foster a sense of belonging, empowerment and respect among all employees and community members. We recognize and value that diverse perspectives, skills, backgrounds, and lived experiences contribute to the growth and strength of our organization and community. As such, we welcome and encourage applications from Indigenous Peoples and equity-deserving communities including women, persons with disabilities, racialized persons, persons who identify as 2SLGBTQI+, and other diverse communities.

## Supervisor, Facilities Maintenance

<b>Department:</b>	Community Services
<b>Classification:</b>	1 Full-time, Permanent
<b>Affiliation:</b>	Non-Union
<b>Vacancy Reason:</b>	Vacant Existing Position
<b>Shift/Hours:</b>	As scheduled, Mon-Fri, Inclusive, 35 hours per week (On-site)
<b>Salary Range:</b>	\$110,819.80 to \$122,831.80 annually
<b>Work Location:</b>	Chestnut Hill Developments Recreation Complex (1867 Valley Farm Rd, Pickering, ON)
<b>Date Posted:</b>	Tuesday, May 6, 2025
<b>Deadline to Apply:</b>	Friday, May 30, 2025

### Job Summary

The incumbent is responsible for the ongoing cleaning and maintenance of Corporate facilities including preventative maintenance and repairs. Provides the required facility support and staff for the successful delivery of department programs and initiatives. This is accomplished through the effective planning and supervision of a team of skilled maintenance personnel. The incumbent is the front-line leader to facilitate effective employee relations and to ensure cohesive teamwork.

### Primary Responsibilities

- Directs, coordinates and monitors the day-to-day functions and services of the work unit in the maintenance and cleaning of the Corporation's facilities such as the Civic Complex, Libraries, Fire Halls, Operations Centre, Recreation Complexes, Park Washrooms, and other public facilities. Works closely with subordinates to solve problems and respond to challenges, opportunities and issues.
- Plans and executes work and shift schedules for facilities maintenance staff, ensuring the highest productivity of staff and equipment, and that goals and levels of service are met or exceeded. Provides training and orientation to new full-time, part-time and term employees.
- Approves combined payroll and attendance sheets for staff. Develops and maintains payroll-tracking records to ensure working within approved payroll budgets.
- Ensures that proper inventories of equipment, supplies, and materials are maintained and protected against loss.
- Prepares a variety of reports and proposals as required and promptly reports on any adverse situations to the Manager. Provides technical support and advice to the Manager on issues related to facility cleaning, maintenance, scheduling, and program use.
- Participates in the preparation of the current budget draft submissions for as they relate to facility cleaning, maintenance and operations. Controls and accounts for expenditure and revenue of the work unit in accordance with budget appropriation and revenue projections.
- Develops and prepares requirements and specifications for quotes and tenders to procure materials, equipment, machinery and contracted services related to cleaning and preventative maintenance functions.

Additional secondary responsibilities may apply and will be outlined in the Job Description, which will be provided to candidates selected for an interview.

### Education and Experience

- Post-secondary diploma in Facility Management, or any combination of education, workplace training and experience deemed to be acceptable by the Corporation.

- Possession of Refrigeration B License, and a Pool Operators Certificate is an asset.
- Five years of progressively more responsible relevant work experience in facility maintenance, to include at least two recent years facility management experience at a supervisory level. Experience within a municipal facility maintenance environment is preferred.

### Knowledge, Skills and Abilities

- Demonstrable in-depth knowledge of facility maintenance, management and current best practices.
- Extensive and comprehensive working knowledge of maintenance policies, procedures and general repair of machinery and equipment used in sports arenas, swimming pools, community centers, squash courts, etc.
- Comprehensive knowledge of health and safety legislation and regulations applicable to facility maintenance.
- Strong communication and customer service skills to deal effectively with staff, community group representatives, public officials and members of the public.
- Effective leadership, planning, organizational and public relations skills to establish and maintain effective business relationships with all levels of employees and outside agencies.
- Ability to work with multiple priorities in an active environment.
- Proficient in the use of personal computers and Windows based computer applications.
- Must be willing and able to work irregular hours, on weekends and on holidays as required, and respond to after work emergencies.
- Must be prepared to undergo a Vulnerable Sector Screening as a condition of employment.
- Must hold current Standard First Aid, Basic Rescuer CPR-C and Auto External Defibrillator (AED) certifications.
- Must have a personal vehicle for use in the performance of duties and possess a valid Class "G" Ontario Driver's Licence. Must provide consent to conduct regular driver's abstracts through the Ministry of Transportation. A clean driving record is preferred.

Compensation also includes a comprehensive benefits package, and an OMERS pension plan.

Qualified candidates may complete an **online application form** where you will be required to upload your resume and cover letter (PDFs only). We thank all applicants for their interest, however, only those selected for an interview will be contacted. In accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, personal information is collected under the authority of the *Municipal Act* and is used for the purpose of candidate selection.

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The City of Pickering is committed to inclusive and barrier-free employment practices, and to creating a workplace that reflects and supports the diversity of the community we serve. Accommodations are available throughout the recruitment process in accordance with the *Accessibility for Ontarians with Disabilities Act*. Accessible formats and supports can be requested. For assistance, please contact the Human Resources Department at 905.420.4627 or [hr@pickering.ca](mailto:hr@pickering.ca).

**Pickering: A complete, world-class city... inclusive, connected, caring and prosperous.**

