

2022-09e (repost)

## Maintenance Supervisor

Full-time, permanent, unionized

The Kingston Frontenac Public Library (KFPL) has an opening for the position of Maintenance Supervisor, full-time, permanent, unionized.

The Library is committed to diversity in employment opportunities and welcomes employment applicants from equity seeking groups such as women, racialized/visible minorities, Indigenous/Aboriginal peoples, persons with a disability, persons who identify in the LGBTQ2S+ community and others who reflect the diversity of Canadian society.

### Primary Duties:

Under the supervision of the Manager, Facilities, the Maintenance Supervisor is responsible for ensuring that library facilities are clean and hazard free for the safety of patrons and employees.

The Maintenance Supervisor, under the direction of the Manager, Facilities, is responsible for maintaining the function and reliability of facility systems and associated equipment by implementing a preventive maintenance program; operating and testing systems and equipment; restoring, repairing, rebuilding, or replacing faulty or inoperative components and parts.

The Maintenance Supervisor ensures effective maintenance and operation of the facility, building systems, and equipment by utilizing efficient planning and scheduling, and ensuring work is completed according to applicable regulations and standards.

The Maintenance Supervisor improves the function and reliability of facility systems and associated equipment by studying performance results, and in conjunction with the Manager, Facilities, recommends and implements changes, expansions, and additions to facility systems.

The Maintenance Supervisor participates in the development of facilities operating budgets, maintains responsibility for assigned budgets, provide input for short and long-term facilities infrastructure plans, capital equipment and contract services.

The Maintenance Supervisor assists the Manager, Facilities with invoice control and payment, and budgets, and recommends purchase of equipment, fixtures, supplies, etc., and prepares estimates of costs and acquires equipment, with approval.

The Maintenance Supervisor supervises designated maintenance employees and

subcontractors including their work activity, ensuring that safety procedures, regulatory codes (e.g. Health and Safety) and good operations processes are adhered to, and that work is progressing according to plan.

The Maintenance Supervisor maintains a safe and healthy work environment by following standards and procedures; complying with health and safety legislation and regulations.

The Maintenance Supervisor trains, schedules, assigns work, and supervises the work of the Maintenance staff including ensure that team members are working effectively. In addition the Maintenance Supervisor, acting as lead hand, also performs the work of the Maintenance staff (e.g. custodial and room rental set-ups).

The Maintenance Supervisor is required to liaise with plumbing, electrical, HVAC, landscaping, and snow removal contractors. In addition, the Maintenance Supervisor acts as a liaison with City of Kingston and the townships of Frontenac County facilities staff for facility related issues.

The Maintenance Supervisor performs other related duties as assigned.

## **Requirements:**

- Minimum of Grade 12 education plus an additional programme of up to one year or equivalent (e.g. certification in a Maintenance trade).
- Minimum of four years' experience, three in maintenance/facilities and at least one year of maintenance supervisory experience, preferably in a unionized environment.
- Demonstrated knowledge of Ontario Building Code, Fire Code, Health and Safety, WHMIS.
- Demonstrated knowledge of HVAC, building systems including life support.
- Demonstrated ability to read blueprints, equipment manuals including HVAC.
- Demonstrated knowledge of general building maintenance including electrical, plumbing, alarms, lighting, and security.
- Demonstrated project management experience.
- Must be able to lift moderately heavy loads, have an ability or skill in mechanical/electrical.
- Excellent communication (written and verbal) and customer service skills, with customer focused approach to facilities management.
- Ability to analyze, organize, multitask, prioritize and delegate tasks within a team environment.
- Good working knowledge of Microsoft Office and maintenance systems software.
- Must have own vehicle, Class G driver's license and clean drivers abstract.

- Shift work, evenings, and Saturdays may be required. Sunday shifts as per the collective agreement.

## **Compensation:**

\$60,640 - \$66,075 per annum. A comprehensive benefits package including pension (OMERS) is provided. This position is in the bargaining unit (CUPE 2202).

## **Conditions of Employment:**

The successful candidate, to whom an employment offer has been made, shall be required to provide a current CRC (Criminal Record Check), including vulnerable sector, at their own expense.

The successful candidate, to whom an employment offer has been made, shall be required to provide a current, uncertified driver record, at their own expense.

## **How to Apply:**

Interested candidates may apply by email to [jobs@kfpl.ca](mailto:jobs@kfpl.ca) no later than **4:30 p.m. on Friday, December 16, 2022**. Late applications will not be considered.

Application emails should include:

- your name and the competition number in the subject line.
- an attachment or link to a single file (.pdf, .doc, or .docx format) that contains the following:
  - A cover letter and resume detailing the knowledge, skills and experiences that will facilitate your success in this role.
  - Contact information for three (3) professional references, including current and prior supervisors. Reference checks are undertaken as part of the recruitment process for candidates who successfully complete the interview stage.

Pursuant to AODA requirements, accommodations for disabilities are available to job applicants who are invited to participate in an interview and who request individual accommodation during the recruitment process.

Thank you for your interest in the Kingston Frontenac Public Library. We appreciate all applications received; however, only those invited for an interview will be contacted\*. Visit us at [www.kfpl.ca](http://www.kfpl.ca).

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*\*Additional correspondence regarding this job posting will be sent to the email address provided. As an applicant, it is your responsibility to ensure that you check your email regularly.*