



Maintenance Supervisor Kingston Frontenac Public Library

KFPL is a progressive, innovative, multi-branch library system with a mission to provide exceptional customer service within the context of a warm and welcoming environment. To that end, we have an opening for a Maintenance Supervisor.

The Community: Kingston with its unique heritage and character is the major population centre of eastern Ontario. Located on Lake Ontario it is a 2-hour drive from Ottawa and a 2.5-hour drive from Toronto and Montreal. It is home to Queen's University, St. Lawrence College and the Royal Military College. Culture and the arts abound, along with fabulous shopping, dining and outdoor recreational experiences.

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 will:

- Ensure 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.
- Improve the function and reliability of facility systems and associated equipment by studying performance results, and in conjunction with the Manager, Facilities, recommend and implement changes, expansions, and additions to facility systems.
- Participate in the development of facilities operating budgets, maintain responsibility for assigned budgets, provide input for short and long-term facilities infrastructure plans, capital equipment and contract services.
- Assist the Manager, Facilities with invoice control and payment, and budgets, and recommend purchase of equipment, fixtures, supplies, etc., and prepare estimates of costs and acquires equipment, with approval.

- Supervise 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.
- Maintain a safe and healthy work environment by following standards and procedures; complying with health and safety legislation and regulations.
- Train, schedule, assign work, and supervise the work of the Maintenance staff and 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).
- Liaise with plumbing, electrical, HVAC, landscaping, and snow removal contractors. In addition, the Maintenance Supervisor will act as a liaison with City of Kingston and the townships of Frontenac County facilities staff for facility related issues.
- Perform other related duties as assigned.

Qualifications Required:

- Minimum of Grade 12 education plus an additional programme of up to one year or equivalent (e.g. certification in a Maintenance trade).
- Demonstrated knowledge of Ontario Building Code, Fire Code, Health and Safety, WHMIS
- 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 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, 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
- 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: \$54,291 - \$59,157 per annum. A comprehensive benefits package including pension (OMERS) is provided. This position is in the bargaining unit.

How to Apply:

Please submit a resume **and cover letter** before **4:30 PM on Friday, June 24, 2016** (note that the deadline has been extended from June 3, 2016) to:

Mary Glenn, Administrative Assistant
Kingston Frontenac Public Library
130 Johnson Street, Kingston ON K7L 1X8
Fax: 613-549-8476 e-mail: jobs@kfpl.ca

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.

The successful candidate, to whom an employment offer has been made, shall be required to provide a current Criminal Record Check (CRC) for working with the vulnerable sector at his or her own expense as a condition of employment.

We appreciate all applications received; however, only those invited for an interview will be contacted. Thank you for your interest in the Kingston Frontenac Public Library. Visit us at www.kfpl.ca.