

JOB DESCRIPTION
CORPORATION OF THE COUNTY OF ESSEX

JOB BAND

JOB POINTS

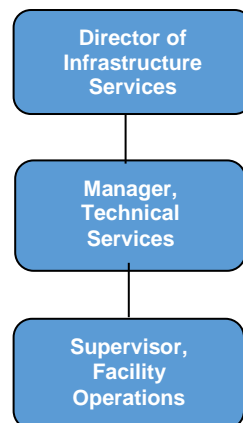
JOB TITLE		DEPARTMENT
Supervisor, Facility Operations		Infrastructure Services
SUMMARY OF FUNCTION		
Reporting to the Manager, Technical Services, ensure that all facility operations, facility maintenance and construction activities are undertaken in a safe and efficient manner through the supervision of internal staff and external contracted resources		
TASK	DESCRIPTION	FREQUENCY
1	Co-ordinate daily work activities at Civic Centre through the Maintenance Lead Hand Co-ordinate work plans / programs for facility maintenance at Roads and EMS facilities	
2	Serve as a Certified Management Representative for both Maintenance Operations and Civic Centre Health and Safety Committees Provide technical support to EMS staff involved in facility operations Act as a technical resource to assist EMS Management with facility related Health and Safety Programs	
3	Monitor staff and contracted forces for productivity, quality assurance and Health and Safety compliance Provide renovation / construction project management	
4	Responds to request for service/complaints from building tenants, Corporate Staff or general public Civic Centre tenant management and liaison	
5	Labour relations activities including hiring, training, performance management and discipline	

JOB TITLE Supervisor, Facility Operations		DEPARTMENT Infrastructure Services
TASK	DESCRIPTION	FREQUENCY
6	Assist with development and monitoring of annual budgets for all CC, Roads and EMS facilities	
7	Respond to emergency and security situations as required both during regular and after hours Serve as Departmental Fire Safety Officer	
8	Develop and implement Preventative Maintenance Programs Life Safety systems management Manage Building access and security systems Energy / Utility management	
9	Conduct comprehensive and regular facility inspections and audits Risk Management based program development for facility operations and maintenance	
10	Provide technical support to other Corporate Departments Manage contractor and vendor programs	
11	Maintain involvement in Corporate Health and Safety and Risk Management Initiatives while leading the participation of Infrastructure Services	

QUALIFICATIONS

- Graduation from Community College with a Technician/Technologist Diploma or equal and related education
- Hold a certification in a skilled trade related to Facility Operations
- Five years experience in a unionized Facility Operations/Management environment with a minimum two years supervisory experience
- Experience with Building Automation, security and utility management systems
- High level of competence with computers and software applications
- Ability to problem solve and organize work tasks while minimizing disruption to facility users
- Hold and maintain a valid drivers license

ORGANIZATIONAL RELATIONSHIPS



WORKING CONDITIONS

Date Approved:

Supervisor's Signature: _____