



**Maintenance Coordinator
Cultural Centre
POSTING No. 202044**

Come join our team! We are looking for a candidate who shares our corporate values of Honesty, Excellence, Team, Fun, Creativity and Respect. These values are second nature for the successful candidate and are demonstrated in their work and interactions with colleagues and the community.

This full time position is responsible for the overall identification, planning, coordination and completion of all facility maintenance and repair activities at corporate facilities as assigned. Assigned facility may include public swimming pools. The Maintenance Coordinator is responsible for direct supervision of the facility full-time and part-time maintenance staff, contractors; facility safety and security. The public nature of this position requires a high level of customer service skills with the ability to self-direct the work with minimum supervision while ensuring the Occupational Health and Safety Act and all other applicable regulations are implemented and upheld.

Accountabilities:

- The highest standard of customer service for both the internal and external customers in compliance with Town standards
- Identification of work, overall planning and coordination, scheduling, direction and supervision of all facility maintenance and cleaning activities both by Town staff and contracted cleaning / maintenance services
- Development of maintenance standards, implement and manage methods to ensure efficient, timely and thorough cleaning to provide a high standard of facility care
- Diagnosing and identifying facility operational problems and taking prompt, appropriate action to correct or minimize any disruption of service
- The training, use, maintenance and repair of all cleaning and facility equipment and supplies
- Inventory control of operational supplies, equipment and allocated resources
- Supervision, evaluation, training and coaching of maintenance full time and part time staff
- Ensuring that contracted personnel are qualified and adhere to all relevant legislated Health and Safety practices and any other applicable requirements (i.e. AODA)
- Administrative functions associated with the operation of assigned facilities
- Facility risk management practices, facility safety and security
- Maintaining maintenance records and asset management database
- Performing other job related duties

You Possess:

- 2 yr. College Diploma or Technical Training Certification in related areas of facility operations, or management and administration or equivalent education and experience
- Supervisor experience and/or supervisory training
- Current CPR/ First Aid certifications/ AED training and WHMIS training
- Valid Ontario Driver's Licence (Class G)
- 5 years' experience in arenas, community centres and or facility maintenance and caretaking operations

- High degree of knowledge and understanding in all facets of building, physical plant maintenance and conservation requirements and a demonstrated ability to provide a high level of maintenance standards
- Working knowledge of various building operating systems, HVAC systems, sound systems, electrical, lighting and general plant systems including fire and all safety systems
- Knowledge of janitorial practices, methods and applications
- Knowledge of current energy conservation practices, applications and industry trends
- Communication skills both verbally and in writing with computer literacy including Microsoft Word, Excel and building automation/control systems
- High level of confidentiality

Working Conditions:

- This position is a combination of administrative duties including supervision of other maintenance personnel along with hands on, physical work and direct contact with the public
- Some evening and weekend work dependent upon facility schedule; ability to be 'on call' to respond to facility related emergencies after normal working hours as necessary
- Working conditions are indoor and outdoor with ability to work in some confined spaces
- Occasional work at heights; heavy lifting involved

Compensation:

The salary for this position (35 hours per week) is \$64,271- \$76,513 per annum.

Application:

Qualified candidates may submit a detailed cover letter and resume as a single document, sent in confidence to the Town by 4:30 p.m., September 18, 2020. Please quote Posting No. 202044 on your cover letter.

Email: humanresources@haltonhills.ca

We thank all those who apply, but advise that only those applicants selected for an interview will be contacted. The Town of Halton Hills is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. If contacted for an interview, please advise the Human Resources staff of any measures you feel you need to enable you to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.

Personal information is collected under the authority of the Municipal Act, 2001 (S.O. 2001, c.25) and will be used to select a candidate. Questions about this collection should be directed to the Director of Human Resources.

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