

CITY OF HAMILTON

PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT
(CULTURE DIVISION – FACILITY & CAPITAL PLANNING - LOCATION – 77 JAMES STREET NORTH, SUITE 305)

SUPERVISOR, FACILITY MAINTENANCE (CULTURE) - CUPE 1041

SUMMARY OF DUTIES

Reporting to the Manager, Facility and Capital Planning, contributes to a dynamic team of facilities professionals and is responsible for managing the delivery of efficient and effective operations and maintenance for facility buildings, infrastructure and services under the control of the Culture Division of the Community Services Department. The Culture Division's facilities include City owned National Historic Sites, Museums, Monuments and other significant heritage properties.

GENERAL DUTIES

Maintains a preventative maintenance program that addresses the specialized requirements of maintaining Historic Buildings by implementing and monitoring procedures, schedules and reports for the various facilities and equipment.

Provides input to Manager in areas such as energy management, preventative maintenance and environmental standards by incorporating technological change to improve operational and building performance.

Researches, recommends and implements new procedures and strategies for conducting business which improve efficiency, cost effectiveness and environment such as benchmarking, energy management program, environmental initiatives that protect historic value of properties; and policy development such as zero tolerance and municipal alcohol policy.

Responsible for project management of capital construction, renovation and restoration projects, as and when required.

Actively participates in business planning processes, anticipates needs and provides service as required. Identifies organizational reforms that are required and takes the necessary steps to implement process to changes.

Investigates, evaluates and implements solutions and prepares written reports for client groups regarding complaints and requests with recommended solutions.

Supervises staff and provides the appropriate support to the programs being delivered from the facilities through the delivery of effective in-house and contracted services to all Culture Division owned facilities.

Provides supervision, field investigations, site reviews and reports with consistent performance management for subordinate staff and contractors.

Delegates duties to staff to ensure that daily operations are synchronized with Departmental and corporate mandate.

Provides consistent performance management for subordinate staff and contractors, including motivation, supervision, interviewing, hiring, disciplining, guidance, and counsel, attends management and confidential personnel matters.

Ensures quality through responding to client concerns in a timely manner, developing alternative plans and providing service that exceeds client's expectations.

Ensures the protection of heritage assets such as building fabric, archaeological material and artifacts in all activities relating to this position.

Maintains confidentiality with sensitive corporate matters such as budget, personnel issues, legal issues and future plans.

Provides administration and effective cost control of the allocated current and capital budget through utilization of performance standards, specifications, work program and procedures, monitor of cost control reports and statistical data.

Prepares specifications for tendering purposes for good and services under the jurisdiction of the Culture Division.

Documents the activities of the work unit through completion of reports, time cards, absentee forms, vacation scheduling, work schedules, performance appraisals programs as well as the operation of computers and control of inventories/supplies.

Assists in the preparation of and monitoring of the operating budget for the assigned responsibilities in accordance with established procedures and ensures operations and maintenance activities are within approved budget.

Authorizes payment for outside trades and companies carrying out work under the Department's direction.

Ensures compliance with Corporate/Division/Departmental rules, regulations, procedures, policies and safe working practices.

Ensures that all operations and maintenance staff receive adequate and pertinent safety and technical training in order that work is performed in a safe and productive manner.

Ensures that all operations and maintenance staff adhere to mandated health & safety standards by monitoring and participating in the employee health & safety program.

Ensures that supplies are readily available by placing orders for all operations. Recommends repair and replacement of parts, supplies and equipment.

Interprets and ensures compliance with municipal and departmental policies and procedures such as Attendance Management and various specific By-laws.

Interprets and ensures compliance with the Occupational Health and Safety Act, W.H.M.I.S., all applicable provincial/federal Acts/standards and Union Agreements.

Represents respective areas in Labour Relations issues including participation in Labour/Management meetings, assisting in negotiations for Collective Agreement, negotiate grievance settlements, interview and appoint applicants to staff vacancies.

Prepares Municipal Heritage Permit Applications and Ontario Heritage Trust Alteration Applications.

Participates in both the ReCAPP and ARCHIBUS software programs for facility management and capital projects.

Assists in the development of Capital Replacement Programs and any relative programs as it pertains to facilities operations.

Establishes and maintains an effective network of communication between senior management and subordinate staff, various public and private sector agencies, user groups and constituents and numerous civic and regional departments and other levels of government.

Works in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

Performs other duties as assigned, which are directly related to the responsibilities of the position.

QUALIFICATIONS

1. A Graduate Degree in Engineering or Architecture or an equivalent combination of related qualifications and experience.
2. Previous demonstrated experience in a management or supervisory role in construction project management and facility management. Membership in the International Facility Management Association (IFMA) would be considered an asset.
3. Demonstrated experience working with designated heritage buildings and historic structures. Membership in the Canadian Association of Heritage Professionals (CAHP) would be considered an asset.
4. Excellent organizational skills and time management skills, including the ability to co-ordinate staffing requirements.
5. Knowledge of building construction technology including mechanical/electrical systems, roof/wall/fenestration systems, structural systems and an orientation to maintenance management.
6. Excellent leadership, communication, presentation, report writing and interpersonal skills in order to co-ordinate, develop, supervise and support staff, consultants and contractors.
7. Must have excellent computer skills in a Windows environment utilizing MS Office software including but not limited to Word, Excel, PowerPoint and Project database.
8. Must have strong skills in financial analysis and budgeting.
9. Must have sound working knowledge of:
 - Knowledge of the relevant portions of the National Building Code and the Provincial Building Code
 - Occupational Health and Safety Act and Regulations including WHMIS Legislation
 - Employment Standards Act and Ontario Human Rights Code
 - Municipal By-Laws, Smoking and Alcohol Policies
 - Barrier Free Access Regulations
 - Canadian Standards Association and Underwriters Laboratory of Canada
 - Canadian Construction Association – Standard forms of construction contracts and agreements
 - Ontario Heritage Act
 - Standards and Guidelines for the Conservation of Historic Places in Canada
10. Must possess valid Class “G” Driver’s Licence.
11. Provision of a car by the individual for use on the job.

THIS POSITION REQUIRES A VALID CLASS "G" DRIVER'S LICENCE AND PROOF THEREOF IS REQUIRED AFTER HIRE.

NOTE:

This position(s) currently requires the incumbent(s) to use their personal vehicle(s) 3 or more times per week for City business. In accordance with the City policy, parking is provided at this time. Should this job requirement change, parking will only be provided in accordance with the City policy in force at that time.

NOTE:

JOB ID A7404

This position may be required to work nights and weekends, as well as staggered work hours to meet operational needs

THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE.
