

**CITY OF FORT ST. JOHN  
POSITION DESCRIPTION**

**Class Title:** Facilities Supervisor  
**Department:** Facilities  
**Date:** June 2021

**NATURE AND SCOPE OF WORK**

The Facilities Supervisor assists the Facilities Manager in the planning, implementation and evaluation of arena programs and the development and implementation of related facility goals and objectives, budgets, policies and procedures. Works with and directs staff in the performance of a variety of tasks within the Facilities Department including custodial care, building repairs and maintenance, and equipment repairs and maintenance. Assists in the scheduling and supervision of staff as well as their training, including the development of in-service training programs. Works varied and flexible hours, including evenings and weekends.

**SUPERVISION RECEIVED**

Works under the direct supervision of the Facilities Manager. May report to the Director of Community Services or the Aquatics Manager for special projects and assignments.

**SUPERVISION EXERCISED**

Supervises facilities staff working in the department and assigned assistants.

**KEY RESPONSIBILITIES**

- Assists in the maintenance scheduling of assigned buildings and equipment and performs a variety of skilled and semi-skilled tasks within the Facilities Department including custodial care; building repairs and maintenance; equipment repairs and maintenance.
- Assists with the coordination of facility use for various special events and groups. Assists with the coordination of the ice schedule and prepares the information required for invoicing as per City policies and procedures.
- Complies with all Facilities Department, City of Fort St. John, and Provincial legislation, policies and procedures and works within assigned budgets.
- Assists with the selection, evaluation, supervision, development and training of staff within applicable sections of the Facilities Department.
- Complies with the Facilities Department safety program and ensures that all WCB and other legislative safety requirements are met. Reviews all accidents and incidents and recommends changes necessary to ensure a safe environment for all staff and participants.
- Works with the Aquatics Manager and/or Aquatic Supervisor to coordinate special event needs and staffing requirements.
- Responsible for the preparation and implementation of statistical reports, logbooks, and inspection forms and prepares reports as required.
- Responsible for responding to general inquiries and complaints from the public.

- Performs other related duties as assigned.
- May serve on various employee committees.

### **PERFORMANCE FACTORS**

- |                                 |                              |
|---------------------------------|------------------------------|
| • Knowledge, Ability and Skills | • Reliability                |
| • Customer Service              | • Attendance and Punctuality |
| • Quantity of Work              | • Compliance                 |
| • Cooperation                   | • Health & Safety            |

### **REQUIRED QUALIFICATIONS, LICENSES, CERTIFICATES & REGISTRATIONS**

All required qualifications must be, where applicable, registered with the respective British Columbia organization and maintained at a current status.

- Graduation from high school education or equivalent
- Minimum three (3) years' experience working at a supervisory level
- Refrigeration Operators Certificate or equivalent
- Pool Operator's II Certificate
- Management Skills for Supervisors Certificate, or equivalent supervisor certification
- WCB First Aid Level I
- Valid Class 5 BC Driver's License
- Transportation of Dangerous Goods
- WHMIS
- The successful candidate must be able to pass and maintain a clear Police Information Check - Vulnerable Sector

### **REQUIRED KNOWLEDGE, ABILITY AND SKILL**

- Demonstrated ability in the areas of plumbing, carpentry, building management systems, small motors, and other related areas of building maintenance
- Excellent interpersonal skills and demonstrated ability to handle a complex and varied work load
- Ability to communicate effectively with both oral and written skills
- Exemplary customer service skills
- Thorough knowledge related to the operation and maintenance of a multi-use recreation facility
- Working knowledge of related legislation and regulations
- Ability to exercise sound judgment in the interpretation and application of related policies and procedures
- Knowledge of Microsoft Office, specifically Outlook, Word and Excel
- Proven ability in supervision, training, and assisting subordinates with their daily routines
- Competency in the areas of leadership, and the ability to work as a team player within the

department and organization

#### **DESIRABLE TRAINING & EXPERIENCE**

- Diploma or Certificate in facility maintenance or completion of Journeyman Trade Certificate in carpentry or mechanical systems supplemented by courses in building maintenance
- Experience supervising in a unionized environment

#### **GENERAL TOOLS AND EQUIPMENT USED**

- Ice making/maintaining equipment such as ice resurfacers and ice edgers
- Utility vehicles such as light trucks, ATVs, forklifts and skid steer
- Aerial platforms such as Genie or scissor lifts and bucket trucks
- Janitorial equipment
- Compressors, pneumatic hammers, cutters, lawn mowers, wheeled tractors, pumps and similar gas, diesel, electric or air powered tools;
- Power tools and general hand tools such as drills, hammers, shovels, rakes, etc.
- Office equipment

#### **GENERAL**

Formal application, rating of education and experience, oral interview and reference check, criminal record check, and other job-related tests may be required.

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related and/or a logical assignment to the position.

This is a position in the BC Government and Service Employees' Union.