

Maintenance Operations Supervisor

The Boys and Girls Club of Niagara is seeking candidates to carry out the duties of Maintenance Operations Supervisor at their Niagara Falls location (8800 McLeod Road) with responsibilities at two other satellite facilities in the Niagara Region.

Position Overview:

The Operations Supervisor is responsible for operational processes within Boys and Girls Club of Niagara. The position is accountable to the Operations Manager.

The Operations Supervisor has overall responsibility of ensuring all housekeeping is conducted in a safe manner, executing preventative maintenance schedules at assigned facilities and supervision of assigned custodial staff.

The Operations Supervisor is a full-time hourly position (37.5 hours per week). Compensation starts at \$21.42. Mornings, evenings and some weekends are required.

Qualifications:

This full-time hourly position requires a minimum of two years' experience in a leadership role, post-secondary education in a related field as well as the following mandatory qualifications:

- Current and acceptable Vulnerable Sector Clearance and Offence Declaration Form;
- Standard First Aid CPR-C & AED;
- Valid G Class Driver's license;
- Access to a personal vehicle.

Duties and Responsibilities:

The Maintenance Operations Supervisor's time allocation is divided as follows;

Administration – 10%

Maintenance and Housekeeping – 70%

Human Resources – 10%

Health, Safety and wellness – 5%

Finance – 3%

General Duties – 2%

Deliverables pertaining to the Maintenance and Housekeeping component of the portfolio include but are not exclusive to:

- Assume the primary responsibility for the execution of preventative maintenance at assigned facilities.
- Oversee the tracking of external service provider work at assigned facilities.



Opportunity
Changes
Everything

- Maintain accurate records with respect to service contracts and work completed;
- Conduct an inspection of the property upon arrival/departure utilizing the opening and closing checklist;
- Participate in all employee training and meetings as assigned;
- Carry out Housekeeping Plan as prescribed;
- Carry out Preventative Maintenance Plan as prescribed;
- Carry out Security Plan as prescribed;
- Participate in the physical housekeeping activities at assigned sites as required.
- Carry out work orders as approved by the Operations Manager/General Manager/Facility Manager;
- Carry out maintenance assignments as instructed by Operations Manager/General Manager/Facility Manager;
- Prepare purchase orders for cleaning and maintenance supplies.

Please send cover letter and resume to employment @bgcn.ca by **e-mail** quoting the job title in the subject line no later than September 30, 2022.

Address: 8800 McLeod Rd.
Niagara Falls, ON
L2H 0Y8

Website: www.bgcni.ca

The Boys and Girls Club of Niagara is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environment. We will accommodate the needs of the applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process. Please advise the Human Resources Department to ensure your accessibility needs are accommodated throughout this process. Information received relating to accommodation measures will be addressed confidentially.