



Opportunity
Changes
Everything

POSTING EXTERNAL

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).

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 maintenance related work is conducted in a safe manner, executing preventative maintenance schedules at assigned facilities and supervision of assigned custodial staff, as required.

The Operations Supervisor is a full-time hourly position (37.5 hours per week). Compensation is \$22.06 - \$24.16. 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:

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.
- 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 or administer employee trainings and meetings as assigned;
- Supporting custodial staff as required;



Opportunity
Changes
Everything

- 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;
- Support Regional Operations Portfolio as required;

Please send cover letter and resume to employment @bgcn.ca by **e-mail** quoting the job title in the subject line no later than March 31, 2023.

Why Work at the BGC Niagara?

As part of Canada's largest child and youth-serving agency, BGC Niagara is a charitable, community-supported organization dedicated to helping children and youth reach their full potential.

Since 1960, the BGC Niagara has provided a broad spectrum of services for children and youth 0 – 24 years of age, including food, shelter, transportation, childcare, aquatics, recreation, physical activity, leadership, and life skill programs.

Today, BGC Niagara serves vulnerable children and youth across the Niagara Region. As a leading provider of quality programs for children and youth, BGC Niagara offers transformative experiences that are accessible, reliable, and open to all, with a focus on providing safe places where kids can develop confidence, gain skills, and experience success.

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.