



**SAULT
STE. MARIE**

Job Vacancy

Position: Maintenance Supervisor-Operations
Job Posting: 080-097-2024
Department: PWES
Division: Works
Status: Full Time

Wage Range: \$78,690 – \$93,671 annually
Job Class: 4
Shifts: 40 hours / week
Posted: November 7, 2024
Closes: November 15, 2024, 4:30pm

Purpose:

- Supervise Works Operations.
- Assist with performing the tasks of planning, organizing, motivating and overseeing the duties of staff.
- Establish and maintain an acceptable and safe Works infrastructure.
- Ensure the smooth running of upkeep and/or repair operations.

Primary Duties & Accountabilities include but are not limited to:

- Inspect infrastructure; determine problems and necessary maintenance.
- Prepare schedule and allocate work; alterations to daily work schedule.
- Contribute to the development of maintenance budget and ensure compliance.
- Monitor inventory of materials and equipment.
- Plan and coordinate projects.
- Ensure adherence to quality standards and health and safety regulations.
- Complete requisitions, accident/incident reports.
- Meet public/contractors; gather project scopes and project specifications.
- Receive and process service requests.
- Investigate service requests; reply to complainants when necessary.
- Supervise employees; performance and conduct.
- Provide and/or suggest solutions to inefficiencies.
- Available days, evening, weekends, as needed.
- Perform other related duties as required.

Qualifications:

- College diploma in a related field and/or a combination of education, training and directly related experience.
- Five years experience in maintenance operations; one year supervisory experience, is an asset.
- Possess a valid class 'G' Ontario Driver's License. (driver's abstract will be requested)
- Knowledge of health & safety practices and regulations.
- Understanding of budgeting.
- Excellent planning, organizational and leadership abilities.
- Computer literacy in a Microsoft including experience in Excel, Word, Work Tech and Outlook.
- Excellent communication and interpersonal skills.
- Ability to meet and interact with people in a pleasant, professional, and responsible manner.

To apply for this exciting opportunity, please provide a cover letter and resume highlighting your qualifications to:

Email human.resources@cityssm.on.ca
Subject line 080-097-2024 - Maintenance Supervisor-Operations

❖ *The Corporation of the City of Sault Ste. Marie is an inclusive employer. Accommodation is available in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act, 2005.*

❖ *In accordance with the Municipal Freedom of Information & Protection of Privacy Act, all information is collected under the authority of the Municipal Act, 2001, and will only be used during the selection process for the subject posting.*