



Where you belong.

Supervisor Building Services

Wage Range: \$83,908 – \$99,882

Job Posting: 051-062-2026

Job Class: 4

Department: PWES

Division: Building Services

Hours: 35 hours/week

Status: Full Time

Posted: May 29, 2026

Closing Date: June 5, 2026, at 4:30pm

Reporting to the Director of Engineering, the Supervisor of Building Services is responsible for supervising the maintenance, operation, and security of the Civic Centre by overseeing the daily operations of building maintenance, cleaning, and capital improvements.

Additionally, the position ensures that the building and surrounding property meet the organization's standards and are accessible for all users.

The Supervisor leads a team of Building Services staff, coordinates tasks, and ensures that maintenance work is completed as required.

What You'll Lead & Deliver

Primary Focus Areas

Preventive Maintenance and Repair of Facility

- Acquire and direct maintenance and construction contractors as required.
- Design building modifications, prepare drawings and specifications, and supervise projects (i.e., changing floor plans to create new office space).
- Supervise the maintenance of the interior gardens, office planters, and floral displays.
- Create and manage maintenance schedules

Oversee Cleaning of Civic Centre

- Develop, implement, and supervise a cleaning program for the Civic Centre. Acquire and direct janitorial maintenance contractors as required.

Administration and Supervision

- Develop, prepare, and control budgets for areas of responsibility.
- Supervise employees in accordance with City policy and applicable collective agreements.
- Supervise security, including personnel selection, assignment of post orders, scheduling, and protocol.

Other duties as assigned.

All activities are expected to be performed in a safe manner, in accordance with the Occupational Health and Safety Act and corporate safety policies, procedures, and programs.



What You Bring

Required Qualifications

Education

- One-year Community College Certificate in a related field (i.e., HVAC, Carpentry, Plumbing, etc.)

Experience

- A minimum of five (5) years of experience in the building maintenance field, i.e., HVAC units, plumbing, and electrical upgrades and repairs.
- Previous supervisory/management experience

Licences, Certifications, Designations

- Valid Ontario class G driver's license

Knowledge/Skill/Ability

- Computer literacy with software programs and Microsoft experience in Excel, Word, and Outlook
- General knowledge of building systems like HVAC, plumbing, and electrical.
- General knowledge of elevator systems.

Assets

Licences, Certifications, Designations

- Completed apprenticeship in related trade (or a minimum of 3 years if a current apprenticeship is considered), combined with other related experience.

Knowledge/Skill/Ability

- WHMIS, Core 2 certification H&S, mechanical aptitude.

Required Training (ongoing)

Attends training, workshops, and seminars where appropriate and as required.

Ready to Make an Impact?

Apply Today!

Submit your **cover letter and resume** highlighting your qualifications to:

Email: human.resources@cityssm.on.ca

Subject Line: 051-062-2026 Supervisor Building Services

Our Commitment to Inclusion

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 Integrated Accessibility Standards Regulation, Part III, Employment Standards.

Privacy Notice

Information collected is in accordance with the Municipal Freedom of Information & Protection of Privacy Act and will be used solely for the selection process related to this posting. posting - template.docx



**SAULT
STE. MARIE**

Where you belong.

Why Choose Sault Ste. Marie?

Build Your Career Where Nature Meets Opportunity

Big-City Career, Small-City Lifestyle

Work on meaningful municipal priorities where your work has a direct impact and you can see results in the community.

An Outdoor Paradise

- Endless hiking, biking, and paddling trails
- World-class fishing and boating
- Skiing, snowmobiling, and winter adventures
- Access to Lake Superior's rugged shoreline—one of Canada's natural gems

Affordable, Comfortable Living

Sault Ste. Marie offers significantly more affordable housing compared to major Ontario cities.

A Welcoming, Growing Community

A friendly community with steady economic growth and expanding sectors including clean energy, tech, public infrastructure, and healthcare.

What The Corporation of the City of Sault Ste. Marie Offers Its Employees

- Comprehensive health, dental, and vision benefits
- OMERS pension plan with employer contributions
- Paid vacation, Wellness Days, and personal leave provisions
- Access to ongoing training, certifications, and professional development
- Healthy work-life balance and a strong commitment to employee safety

