

Building Maintenance Supervisor

Welcome to Ramara Township, located in Central Ontario, just 90 minutes from the GTA. Nestled by Lakes Simcoe and Couchiching, we offer access to beautiful parks, beaches, and trails. We value our employees and promote a positive, collaborative workplace. Benefits include health coverage, an OMERS Pension plan, paid time off, and flexible work arrangements. Join us in making a difference in the community by applying for the Building Maintenance Supervisor position. We look forward to your application!

Core Responsibilities

- Coordinate and perform preventative, routine, and emergency maintenance for municipal facilities, buildings, and properties.
- Inspect, troubleshoot, repair, and maintain building systems, including architectural, mechanical, plumbing, and electrical components.
- Ensure municipal facilities remain safe, functional, clean, and operationally efficient to support service delivery.
- Respond to facility emergencies and participate in after-hours callouts as required.
- Complete minor repairs, maintenance projects, and facility improvements, including painting and hardware repairs.
- Monitor facility conditions, identify deficiencies, and implement corrective actions to address maintenance needs.
- Coordinate and oversee contractors, ensuring work is completed safely, efficiently, and in compliance with project specifications.
- Support procurement activities by preparing and administering RFQs, RFPs, and tenders in accordance with municipal policies.
- Maintain maintenance records, service requests, inventories, and facility asset information.
- Assist with the development and continuous improvement of maintenance management and service request tracking systems.
- Coordinate facility-related technology infrastructure requirements, including hardware installations and structured cabling support.
- Inspect, maintain, and monitor critical life-safety and security systems, including AEDs, fire extinguishers, and access control systems.
- Support municipal asset management programs and long-term facility maintenance planning.
- Operate and maintain specialized equipment, including mixers and bubblers within Lagoon City canal systems.
- Identify and implement opportunities to improve energy efficiency, sustainability, and operational performance across municipal facilities.
- Ensure compliance with applicable health and safety legislation, municipal policies, and regulatory requirements.

Experience

- Minimum 2 years of experience in facility operations, building maintenance, and repair of building systems.
- Experience performing preventative maintenance and repairs on HVAC, mechanical, electrical, plumbing, and building systems.
- Demonstrated ability to troubleshoot and resolve facility maintenance issues in a safe and efficient manner.
- Experience coordinating contractors and supporting maintenance or facility improvement projects is considered an asset.
- Municipal, public sector, or multi-site facility maintenance experience is considered an asset.

Qualifications & Skills

- Minimum Grade 12 diploma; post-secondary education in Facilities Management, Building Operations, Property Management, Building Environmental Systems, or a related field is considered an asset.
- Relevant trade certification, licence, or designation in a skilled trade, HVAC, plumbing, electrical, mechanical, or related field is preferred.
- Valid Class G Driver's Licence with a satisfactory driver's abstract.
- Current WHMIS certification, or the ability to obtain certification.
- Strong knowledge of building systems, preventative maintenance practices, and facility operations.
- Working knowledge of the Occupational Health and Safety Act and applicable regulations.
- Ability to diagnose, troubleshoot, and resolve maintenance issues effectively.
- Strong organizational, communication, customer service, and record-keeping skills.
- Ability to work independently, manage competing priorities, and collaborate with staff, contractors, consultants, and community stakeholders.
- Proficiency with Microsoft Office and computerized maintenance management systems (CMMS) is considered an asset.
- Demonstrated commitment to workplace health and safety.
- Ability to work occasional evenings, weekends, and respond to emergency callouts as required.

Salary

\$44.34 - \$51.87 / hour

Join a team that invests in you! Enjoy OMERS pension plan membership and a comprehensive health and dental benefits package designed to support your well-being and future

Join Our Team

To apply, please combine your cover letter and resume into a PDF document entitled **"Building Maintenance Supervisor"** addressed to Brittany Wilson, CHRP, Director of HR/H&S/Recreation and submit to hr@ramara.ca. Artificial intelligence is not used to screen, assess or select applicants. This posting is for an existing vacancy. Please be advised, this posting will remain open **until July 22, 2026**, at 4:30 p.m.

We collect information for job applications under Section 29(2) of the Municipal Freedom of Information and Protection of Privacy Act. This information helps us decide if you are eligible for employment. The Township of Ramara is committed to creating an inclusive and barrier-free environment, and we will provide support at every step of the hiring process. If you need any assistance to participate fully in the recruitment process, please let Human Resources know. Thank you to all applicants. Only those selected for an interview will be contacted.