

Job Title:	Building Maintenance Supervisor
Department:	Infrastructure
Reports To:	Manager of Building Services
Salary Band:	Band 9
Last Update:	July 10 th , 2026

Job Summary

The Building & Maintenance Supervisor is responsible for planning, coordinating, and performing preventative, routine, and emergency maintenance for municipally owned and leased facilities, buildings, and properties. These facilities include, but are not limited to, the Municipal Office, three Fire Stations, the Ramara Centre, Medical Centre, Public Library, three Municipal Works Yards, six water treatment plants, two sewage plants, and three community centres.

The position ensures facilities are safe, operationally efficient, and well-maintained to support Township service delivery.

Key Responsibilities

Facility Maintenance & Repairs

- Plan, perform, assign, and document preventative, routine, and urgent repairs to architectural, mechanical, plumbing, and electrical systems.
- Conduct inspections, troubleshooting and housekeeping activities to ensure cost-effective and efficient operations.
- Respond promptly to facility emergencies and after-hours callouts as required.
- Perform minor maintenance and repair work including painting, door/window hardware repairs, and other small-to-medium sized facility improvement projects.
- Implement corrective actions to address deficiencies and service requests.

Contractor & Project Coordination

- Recommend the use of external contractors for specialized maintenance and repair work.
- Coordinate, monitor and evaluate contractor activities to ensure work is completed safely, efficiently and in accordance with specifications.
- Prepare and administer requests for quotation (RFQs), requests for proposal (RFPs) and tender documents in compliance with municipal procurement policies.
- Assist in the development, implementation, and continuous improvements of the Maintenance Service Request tracking system.
- Coordinate with the Municipal IT & Process Coordinator with the setup and repair of hardware, structured cabling, and associated infrastructure.

Inventory & Asset Management

- Maintain accurate inventories of tools, equipment, maintenance supplies, and facility assets.
- Support municipal asset management initiatives in accordance with provincial regulations and corporate standards.
- Monitor, inspect, and maintain Automated External Defibrillators (AEDs), fire extinguishers, security access systems, and related safety equipment.

Specialized Operations

- Operate, install, repair, and maintain mixers and bubblers in Lagoon City canals.
- Identify and implement energy efficiency and conservation opportunities where feasible.

Compliance & Safety

- Ensure compliance with the Occupational Health and Safety Act, applicable regulations, municipal policies, and established safe work procedures.
- Promote and model safe work practices within all facility operations and maintenance activities.
- Maintain facilities in accordance with applicable codes, standards, and regulatory requirements.

Other Duties

- Support facility-related capital and operational projects.
- Assist with departmental initiatives and special projects as assigned.
- Perform other related duties, as required.

Education, Experience & Qualifications

Education

- Minimum Grade 12 diploma
- Post-secondary diploma in Property Management, Building Environmental Systems, Facilities Management, Building Operations or a related field is an asset.
- Acceptable equivalent combinations of education, training, and related experience will be considered.

Experience

- Minimum 2 years of experience in facility operations, building maintenance, and repair of building systems.

- Demonstrated experience maintain and repairing HVAC systems, mechanical and electrical equipment, plumbing systems, and building structures.
- Experience coordinating contractors and managing maintenance-related projects is considered an asset.

Knowledge & Skills

- Working knowledge of the Occupational Health and Safety Act and associated regulations.
- Strong understanding of preventative maintenance principles and building systems operations.
- Ability to diagnose and resolve facility maintenance issues efficiently and effectively.
- Excellent interpersonal, communication, and customer service skills.
- Strong organizational and record-keeping abilities.
- Ability to work independently and collaboratively with staff, contractors, consultants, and community stakeholders.
- Proficiency with standard computer software and maintenance management systems is considered an asset.
- Ability to work occasional evenings and weekends and respond to emergency callouts when required.

Licensing & Other Requirements

- Valid Class G Driver's Licence with a satisfactory driver's abstract.
- Current WHMIS certification, or the ability to obtain certification.
- Demonstrated commitment to workplace health and safety, including compliance with applicable policies, procedures, and training requirements.
- Relevant trade certification, licence, or designation related to the position.
- Additional certifications, licences, or designations in a skilled trade, mechanical, electrical, HVAC, plumbing, or related field would be considered an asset.
- For positions requiring specialized work, applicable industry certifications or licences may be required.

This job description is intended to describe the general nature and level of work being performed by the person assigned to this position. The primary duties and responsibilities are intended to describe those functions that are essential to the performance of this job.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. There are other duties and responsibilities that are considered incidental or secondary to the overall purpose of this job. Employees holding this position will be required to perform any other job-related duties as requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.