



ABOUT ORILLIA

With a population of 32,000, Orillia is a sustainable and creative city that leverages its core strengths: a lively and historic downtown, exciting growth, and vibrant waterfronts along two lakes. Orillia offers an excellent quality of life with four-season recreation and cultural opportunities. Located in the heart of Ontario's Lake Country, Orillia is a great place to live, work and explore.

SUMMARY

The City of Orillia has realigned functions across the organization and part of this process involved the creation of the Department of Environment and Infrastructure Services. The Superintendent, Property and Assets reports to the Manager, Property and Environmental Sustainability.

DUTIES

- Plan, organize, direct and perform all activities related to maintenance, repairs, improvements and major capital projects related to City facilities.
- Negotiate, prepare, implement and administer construction and maintenance service contracts.
- Monitor progress of projects and approve tender documents and contractor payments as well as monitor budgets for all projects.
- Assist with the preparation, review and recommendations for annual Division operating and capital budgets; monitor/administer approved budgets. Provide long-range planning for City capital facilities improvement projects.
- Develop, monitor and track the condition of all buildings and property assets, integrate sustainability metrics and asset management best practices across all City infrastructure assets.
- Supervise assigned staff and direct work activities, fostering a positive team approach.
- Assist where necessary with the development and implementation of the City's Climate Change Action Plan. Participation in public consultation and community stakeholders meetings.
- Maintain effective and co-operative liaison with government agencies and other organizations. Prepare and submit grant applications.
- Regular preparation of reports for the attendance at Council and other public meetings.

QUALIFICATIONS

- Post-secondary education in a related field such as Engineer (P. Eng. Designation), Construction or Facility Management.
- Three to five years of management experience in a unionized, municipal environment.
- Completion of the Recreation Facility Operators Program with additional qualifications in one or more of the following areas: Registered Recreation Facility Administrator, Certified Ice Technician (CIT), Operating Engineers Act Refrigeration B Class or Basic, Certified Pool Operator, and Building Maintenance an asset.
- Leadership in Energy and Environmental Design (LEED) accreditation an asset.
- Experience with implementation and management of asset management systems.
- Experience in project management and overseeing the implementation of capital projects.



- Must have knowledge of building systems - HVAC, electrical, plumbing, carpentry and landscaping an asset. Knowledge of the Fire Code, Fire detection systems and devices, Fire Safety Plans, the Building Code, DDC Building Automation Systems, Elevating Devices Act, Occupational Health and Safety Act., etc.
- Possess thorough knowledge of work hazards, health and safety procedures, and public safety matters as they pertain to all City facilities.
- Strong computer skills using MS Office applications, including Word, Excel, and Email. Experience with asset management software and energy management reporting required.
- Possess excellent public relations, written and oral communications, organization and time management skills, as well as the ability to set priorities, be self-motivated, and work independently with minimal supervision.
- Possess a valid Class "G" driver's licence with an acceptable driver's abstract and reliable vehicle.
- An acceptable Criminal Record Check is required for this position prior to the commencement date, at the incumbent's expense.

Compensation for this position is Category 7 of the Exempt Staff Salary Grid \$92,754 to \$108,509, plus a comprehensive benefits package. Interested applicants are invited to submit a resume in (MS Word or PDF Format) confidence by February 21, 2020 at noon to:

Lori Bolton, CHRL,
Director of Human Resources,
City of Orillia,
50 Andrew Street South, Suite 300,
Orillia, ON L3V 7T5
Email: lbolton@orillia.ca Fax: 705-325-5904

We thank all applicants that apply and advise that only those to be interviewed will be contacted. The City of Orillia is committed to an inclusive, barrier-free environment. Accommodation will be provided in all steps of the hiring process. Please advise the City of Orillia Human Resources Department if you require any accommodations to ensure you can participate fully and equally during the recruitment and selection process. In accordance with the *Municipal Freedom of Information and Protection and Privacy Act*, personal information is collected under the authority of the *Municipal Act* 2001, S.O. 2001, c. 25, and will be used for the purpose of candidate selection. Questions about this collection should be directed to the Freedom of Information Coordinator, 50 Andrew St. S., Suite 300, Orillia ON L3V 7T5 or call 705-325-1311.