



## **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 Supervisor, Asset Maintenance reports to the Superintendent, Property and Assets.

## **DUTIES**

- Assist with planning, organizing, directing and performing all activities related to maintenance, repairs, and improvements to the City's exterior lighting and traffic control networks. Ensure the Minimum Maintenance Standards are being achieved and the City's liability is managed through effective record keeping, tracking and documentation.
- Responsible for the maintenance and capital improvements associated with the City's water and wastewater facilities.
- Assist the Superintendent, Property and Assets with contract management and project execution for the Recreation Centre.
- Manage, plan, implement and administer construction and maintenance service contracts, related to street lighting, traffic, and facilities, as required.
- Project management by monitoring progress of City projects. Ensure timelines are met and facilitate communication to affected stakeholders. Assist in preparation of the capital and operating budgets for all projects, including the Electrical Division, the City's water/wastewater facilities and the Recreation Centre.
- Assigned representative from the Property and Environmental Sustainability Division to track, update and improve asset management database inputs and to coordinate with corporate asset management planning to represent building, facilities, property, exterior lighting and traffic control infrastructure assets.
- Supervise assigned staff and direct work activities, fostering a positive team approach. Assist with selecting, training and motivating personnel, evaluate employee performance and work with employees to correct deficiencies.
- Assist with responding to inquiries, handling and resolving complaints, related to the Electrical Division and other projects as required.
- Assist where necessary with the development and implementation of the City's Climate Change Action Plan. Participation in public consultation and community stakeholder meetings as required.
- Regular preparation of reports for the attendance at Council and other public meetings.



## QUALIFICATIONS

- Post-secondary education in a related field such as Certified Engineering Technologist (CET), Construction or Facility Management.
- Certified Pool Operator (CPO) designation an asset.
- Three years of management experience in a municipal environment.
- Knowledge of water and wastewater treatment systems and facilities an asset.
- Experience with implementation and management of asset management systems.
- Experience in project management and overseeing the implementation of capital projects an asset.
- Knowledge of street lighting and traffic control infrastructure an asset.
- 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 City facilities and Electrical assets.
- Excellent computer skills using MS Office applications, including Word, Excel, and Email. Experience with asset management software and energy management reporting an asset.
- Possess excellent leadership, time management, organizational, supervisory and communication skills with the ability to multi-task.
- 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 \$71,750 to \$92,226, 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](mailto: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.