City of Beaumont
Team Lead, Facility Maintenance

Come work with us! Employment with the City of Beaumont offers an opportunity to make a positive difference in the community! We are a forward thinking organization focused on continuous improvement, innovation, and exceptional customer service. We are Alberta’s newest City and we are aspiring to redefine what a City can be. Our Beaumont team is collaborative, professional, and passionate about supporting the vision of a growing, vibrant, and spirited community.

Reporting to the Manager, Infrastructure the Team Lead, Facility Maintenance is responsible for the operation, maintenance, and renovation of City owned facilities, ensuring they are operated efficiently and safely. This includes the oversight, planning/scheduling and performance of maintenance tasks, procurement of parts and supplies and the coordination of contractors for building and equipment repairs. Working closely with the Manager this position provides leadership, aiding with administrative duties, scheduling and supervising Facilities staff. The person we’re looking for is service focused, has excellent communication skills, and is able to build and maintain positive relationships with City personnel, contractors and the general public.

Key areas of responsibility:

- Plans and manages all maintenance activities including documentation and writing evaluations
- Daily use of Cityworks software; reviews and prioritizes requests, updates information, and compiles detailed reports
- Plans and implements maintenance frequency (daily, weekly, monthly, yearly)
- Coordinates the procurement of tools, materials, equipment and labour required for planned work
- Conducts investigations and provides recommendations on a variety of maintenance programs and projects pertaining to the City’s facilities and infrastructure
- Field inspections, assessments and evaluations of facilities and assets
- Develops and facilitates training for maintenance processes
- Tracks KPI metrics for work completed past due, labour hours, inspections and asset costs
- Promotes the health and safety program

Qualifications:

- Post-secondary certification in Operations Management, Facilities Building Maintenance Technician Diploma (or related discipline), or Journeyman ticket, combined with 5 years of facilities maintenance, construction, or repair experience in a commercial or industrial setting
- A valid Driver’s License and a driver’s abstract that demonstrates responsible and safe driving behavior
- Standard Level C First Aid and CPR
- Maintenance Management Professional (MMP) Accreditation by PEMAC (or currently enrolled) is considered an asset
- Proficiency with Microsoft Office Suite and database management
- Proven ability to effectively prioritize workload, multi-task, and work independently
- Ability to read and interpret technical drawings and plans
- Strong cross-functional written and verbal communication
- Strong negotiation, decision making and problem-solving skills
- Strong attention to detail, organizational, planning and analytical skills

This full-time, permanent position offers a salary range of $80,683 - $105,273 (starting salary is negotiable within this range based on suitable experience and qualifications), a 40-hour work week, and a competitive benefits package. If you think you are the one we are searching for, please submit your cover letter and resume, indicating the Job ID number 20-18 in the subject line, to careers@beaumont.ab.ca by June 12, 2020.

We thank all applicants for their interest. Only those selected for an interview will be contacted.