



Report to Budget Committee

REPORT NO.: DCS-19-13
DATE: April 3, 2019
ATTACHMENT: Job Description – Facilities Maintenance Supervisor
SUBJECT: **BUILDING MAINTENANCE SUPERVISOR CONTRACT**

Recommendation:

THAT the Report No. DCS-19-13 regarding the renewal and expansion of the “Building Maintenance Supervisor Contract” be received;

AND THAT the Municipal Staff be authorized to proceed the hiring of a full-time Building Maintenance Supervisor, on a three year contract basis, as recommended in this Report.

Background:

This report is a follow up to Report No. DCS-18-60 regarding the renewal and expansion of the Building Maintenance Supervisor Contract. This position was established on a contract basis for 20-25 hours per week. The focus of this position is on contractor supervision, staff supervision, site inspections with respect to health & safety, and other miscellaneous duties as required.

It has become apparent in the last number of years that a part time 20-25 hour per week position is not sufficient to meet the Township’s current needs and desired service levels. It is now necessary to expand the position from part-time hours to a full-time 35 hour per position.

Comments/Analysis:

In order to be successful as a municipal corporation and to ensure that the Township is delivering services efficiently and effectively, as well as to ensure that all of our legislative requirements are being met, the Township needs to have the right people, performing the right tasks, at the right time.

The Municipal Staff have seen increased supervisory pressures required of this position in the last number of years, as previously communicated to the Council. This is partially due to the changed nature of the department and additional duties and tasks since the

last version of this contract. The Township has seen an increase in services provided to the Port Bruce area, and a number of Capital Projects to complete in the future. Staff have much more involvement with our cemeteries, both the abandoned cemeteries and the two active locations. The Township has also taken on the janitorial services for our facilities in-house, with our building attendants performing this task, but greater supervision is required. Although none of these items alone constitutes a large time commitment, when combined it can be significant. Due to these factors, it has been determined that the required tasks of this position cannot be accomplished to a high standard in a 20 to 25 hour a week time frame, and comply with all of the regulations regarding health and safety as well as address liability concerns for the municipality. It is now necessary to expand the position from part-time hours to a full-time 35 hour per position.

With the prolonged 2019 Budget deliberations and the resulting delay in Council approval for the expansion of this position, the Township finds itself at the beginning of the work season without a very crucial position filled. It is very important that this position be filled as soon as possible regardless of the status of the current budget process. The Township will not be able to meet its obligated inspection and supervision requirements with the current complement of Staff. This puts the Township in a potential liable position, and is not sustainable. A revised Job Description is attached.

Summary

Due to the current and anticipated future workload commitments, it is recommended that a Facilities Maintenance Supervisor be recruited immediately on full-time basis for a 35-hour workweek for a three year contract term, at an hourly rate of \$20.00 to \$25.00 per hour, dependent on qualifications and experience.

Financial Implications to Budget:

Moving from a part-time position to a full-time position will result in an increase in wages of approximately \$22,500 annually. An increase of \$12,500 is provided in the Draft 2019 Budget, assuming the position will not be filled until late April or early May. Future year’s budgets will include the full annual cost.

Relationship to Cultivating Malahide:

The *Cultivating Malahide* Integrated Community Sustainability Plan (ICSP) is based upon four pillars of sustainability: Our Land, Our Economy, Our Community, and Our Local Government.

One of the goals that support this project is the “Embody Financial Efficiency throughout Decision Making”. By supporting this and facilitating this proposal the Council is achieving this goal.

Submitted by:	Approved by:	Approved For Council:
N/A	Eugenio DiMeo, Director of Development & Community Services	



JOB DESCRIPTION

POSITION TITLE: *Facilities Maintenance Supervisor*
DEPARTMENT: Community Services
SALARY GROUP: Contract
REPORTS TO: Community Services Coordinator

PURPOSE:

Under the general direction of the Director of Community Services is responsible for overseeing and administering the property maintenance functions for the Township. Administers the departmental policies and procedures, and coordinates on site construction and maintenance projects ensuring all work is performed in accordance with the stipulated contract requirements and in conformance with the *Occupational Health & Safety Act*.

SKILL:

Education and Experience

- Secondary School Graduation Diploma
- 1 - 3 years experience facilities/properties maintenance.
- Must be competent within the meaning of the Occupational Health & Safety Act

Complexity/Problem Solving

- Demonstrated oral and written communication skills
- Sound technical knowledge of best building maintenance practices and techniques
- Managerial and administrative skills to direct and supervise departmental activities
- Demonstrated Report writing and Record keeping skills
- Good interpersonal skills to deal tactfully with the public and other municipal staff
- Knowledge of and the ability to interpret and administer Acts, Regulations, Contracts, policies and guidelines pertaining to Community Services.

EFFORT:

Mental

- Ability to carry out tasks requiring significant concentration but most of the duties involve little analysis or assessment.

Physical Effort

- Ability to sit, drive or walk on uneven surfaces for periods of more than 1 hours.



Dexterity

- Work involves coarse co-ordination where the employee is required to perform tasks that demand the accurate co-ordination of coarse movements where speed is a secondary consideration.

RESPONSIBILITY:

Accountability (risk)

- Directs and supervises the day to day maintenance of all municipal properties with sub contractors including abandoned cemeteries and parklands.
- Scheduling of all property maintenance within the Municipality in conjunction Community Services Coordinator.
- Support the department during all emergency situations under the direction of the Community Control group.
- Performs such other duties necessary to maintain the continuity of the departmental functions for the Corporation.

Financial

- Examine and certify all bills and invoices for materials, services, equipment rentals, etc. used on each jobsite.

Supervision

- Direct the activity of maintenance contractors and make routine inspections.
- Responsible for addressing and resolving contractor relation issues.

Policies & Procedures

- Directs the development, implementation and enforcement of internal and external safety policies, rules and regulations and ensures that they are communicated to contractors and departmental staff.

Contacts – Internal/External

- Liaison with the users groups for municipal facilities, including firefighters and volunteer organizations.
- With Municipal Staff: to maintain effective working relationships for the sake of effective program administration.

WORKING CONDITIONS:

Physical/Stressful

- Work performed primarily out of doors and subject to extremes in weather and the potential for hazard due to the elements.
- Normal Working Hours will be 35 hours per week. Working hour times may fluctuate to meet demands subject to approval of the Community Services Coordinator.