



*A progressive city of 187,800 people located just a short 30-minute drive from Toronto, the **City of Oshawa** is one of Canada's fastest growing communities that is exceptionally positioned to live, work, learn and invest. Its strategic pursuit of sustainable growth, excellent community service delivery and co-operative partnerships have enhanced its quality of life advantage, while maintaining a strong commitment to financial stewardship.*

Job Title: Regular Full-Time Director, Facility Operations and Maintenance Services

Posting Number: 004928

Department: Community Operations Services Department

Branch: Facility Operations and Maintenance Services

Location: City Hall

Posting Start Date: 2024/07/17

Posting End Date: 2024/08/23 by 4:30pm

Employment Group: Exempt

Salary Grade: UU-\$170,503 - \$200,591 per annum

Standard Weekly Hours of Work: 36.25

Shift Work Required: No

Job Description

Reporting to the Commissioner, Community and Operations Services, the Director, Facility Operations and Maintenance Services will direct the strategic aspects and high-level operational requirements of Facility Operations, Facility Maintenance and Implementation of Asset Management Plans specific to Facility Operations and Maintenance.

This role is responsible for oversight of the day-to-day activities of the Facility Operations and Maintenance Services Branch with a specific focus on the implementation and execution of the Corporation's Safe and Reliable Infrastructure strategy. This will be accomplished through guiding and directing the Facility Operations and Maintenance Leadership Team and working in collaboration with the City's broader leadership team (CLT).

Responsibilities:

- Manage employees, finances and resources to ensure all programs and mandates are effectively delivered
- Initiate improvements to the Branch through organizing activities to meet business plan goals, monitor service delivery and maintain effective communication
- Manage Human Resources within the Branch including, Performance Management, Onboarding/Offboarding and developing training plans for employees

- Establish, implement and maintain comprehensive Facility Operations and Maintenance Plans for all City Facilities
- Implement Asset Plans (AMP) for all vertical assets and maintain data in asset and work order management software
- Prepare and make recommendations on prioritization of corporate capital needs
- Selection and planning of projects and determining priorities
- Prepare and manage Annual Operating Budgets and Forecasts
- Develop and implement short/long term plans, policies and programs for City Facilities
- Support the overall delivery of the City's Accessibility initiatives
- Manage the day-to-day building operation of all City Facilities

Requirements:

- Knowledge typically associated with the completion of a university degree in Engineering, Architecture, or Construction Engineering Technology, plus ten (10) years of senior managerial experience in a municipal or private sector environment.
- Demonstrated experience in building operations and maintenance, construction and project management, including a proven track record in program/project delivery, strategic planning, policy development and executive reporting or a combination of significant technical knowledge and experience
- Professional affiliation related to technical education, through either PEO, OACETT or OAA, is preferred
- Project Management Professional (PMP) designation is preferred
- Knowledge and demonstrated skill of strategic planning as well as strong analytical and problem solving skills
- Advanced communication skills with the ability to communicate effectively with the public, business community, staff, Department Heads, Council and Committee(s), and external partners and stakeholders
- Possess excellent leadership skills
- Sound knowledge of construction, design, codes, building technology, building security, housekeeping contract process and administration, project management, lease management, risk management, environmental health and safety, waste and energy management, annual planning, project planning and space management
- Strong foundational knowledge of financial management, purchasing and procurement processes and asset management

This position is eligible for hybrid work.

Apply online at: <https://oshawa.jobs.net/en-CA/search>.

As a condition of employment, the City of Oshawa will require successful candidates to provide a Criminal Records Check with Vulnerable Sector Search.

Please be advised that position location as noted is at the time of posting and is subject to change, as required due to operational needs.

We would like to thank all applicants however, please note that only those selected to attend an interview will be contacted and all other applicants will be kept on file. Applicants are advised that written, oral and practical testing may form part of the selection process.

All applicants are encouraged to provide a valid email address for communication purposes. Please ensure that you check your email regularly to receive any correspondence.

The City of Oshawa is situated on lands and waters within the Williams Treaties Territory, home to seven First Nation communities of the Michi Saagiig and Chippewa Anishinaabeg, who have cared for and maintained these lands from time immemorial and continue to do so to present day. [Learn more](#)

We are an Equal Opportunity Employer in accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code (OHRC). The City of Oshawa promotes the principles of diversity, equity and inclusion and adheres to the tenets of the Canadian Human Rights Act and the Ontario Human Rights Code. The City of Oshawa encourages applications from women, Indigenous Peoples and persons of all cultures, ethnic origins, religions, abilities, ages, sexual orientations, and gender identities and expressions.

The City of Oshawa will provide accommodations throughout the recruitment and selection and/or assessment process to applicants with disabilities and/or needs related to the OHRC. If you require an accommodation during the recruitment process or assistance with the application process please contact Human Resource Services. Personal information provided is collected under the authority of The Municipal Freedom of Information and Protection of Privacy Act.