



Job Description

Working Title:	SUPERVISOR, FACILITIES, FLEET, & CEMETERY OPERATIONS
Position Type:	PERMANENT
FTE (ie: 1.0, 0.5):	1.0
Classification:	LEVEL 5
Division:	CIVIC AND MUNICIPAL OPERATIONS
Department:	PLANNING AND INFRASTRUCTURE
Reports To:	MANAGER, CIVIC AND MUNICIPAL OPERATIONS
<input type="checkbox"/>	New Position
<input checked="" type="checkbox"/>	Update of current position
<input type="checkbox"/>	Significant changes (at least 50% of job has changed) – Job Evaluation required

SECTION I: PURPOSE OF POSITION

Reporting to the Manager of Civic and Municipal Operations, the Supervisor, Facilities, Fleet and Cemetery Operations will oversee and provide technical oversight of the operations, maintenance and repair/replacement of facilities, fleet, and cemetery assets. This includes providing leadership, guidance and support of both day-to-day operations and assigned projects ensuring that the business unit meets operational plan goals and objectives while in compliance with all Municipal, Provincial and Federal Acts, Regulations, bylaws and policies.

SECTION 2: KEY RESPONSIBILITIES

Time Percentage	Key Responsibility
20	<p><u>Leadership and Supervision</u></p> <ul style="list-style-type: none"> • Responsible for supervising, coordinating and providing direction to staff on a day-to-day basis • Establish and monitor work plans and service levels based on approved budget and policy for all areas of responsibility • Assist in the development and monitoring of performance measures for Facilities, Fleet, and Cemetery operations • Ensure the unit culture is supportive and in alignment with the Town's values and desired culture • Coach and mentor staff in the execution of their duties; setting performance standards and timely assessments of competency; monitoring performance, conducting performance evaluations and recommending additional skill development • Ensure staff receive appropriate training and are adequately equipped. Provide the Manager of Civic and Municipal Operations an annual list of skills and knowledge training required for staff to improve efficiency and safety • Assist with the recruitment for vacant and new positions as required • Prepare staffing schedule and when applicable year-round on-call schedule • Investigate and recommend efficiency and continuous improvement changes to Facility, Fleet, and Cemetery Services • Approve payroll for assigned staff; ensuring time sheets and other related forms are completed accurately and in a timely manner • Ensure that care is taken in the use of Town vehicles, equipment, buildings and tools and that staff are instructed in the proper use of those resources • Recommend and implement efficiencies ensuring that change management best practices are followed when introducing new processes or concepts.
25	<p><u>Facility Assets</u></p> <ul style="list-style-type: none"> • Work with IT to ensure staff accommodation and technology infrastructure is supported • Implement projects and upgrades identified and approved in Facility capital plans. Work independently with companies and contractors in project delivery

	<ul style="list-style-type: none"> • Assist in the implementation and research of technology improvements to Facility Assets • Investigate, recommend and implement approved facility related equipment purchases • Investigate complaints relating to facility assets; resolving issues and/or discussing with the Manager when support is required • Forecast and organize preventative maintenance inspections and daily repair programs of Town-owned facilities • Ensure facility life cycle is optimized through work unit effort in the control of repair costs, the reduction of downtime and the prolonging of facilities life • Monitor and evaluate facility requirements, reliability, and repair frequency • Ensure the security, integrity and completeness of all records related to maintenance activities
15	<p><u>Cemetery Operations</u></p> <ul style="list-style-type: none"> • Execute Cemetery Operational Plan with care and dignity to all those served by the Stony Plain cemetery • Establish and implement projects and upgrades identified and approved in Cemetery capital plans. Work independently with companies and contractors in project delivery • Investigate and work with Cemetery vendor to recommend efficiency and continuous improvement changes to Cemetery Operations • Investigate, recommend and implement approved equipment purchases • Investigate complaints relating to Cemetery Operations; resolving issues and/or discussing with Manager when support is required • Ensure Cemetery life cycle is optimized through work unit effort in the control of repair costs • Ensure the security, integrity and completeness of all records related to Cemetery Operations activities
15	<p><u>Contracts, Budget, and Asset Management Oversight</u></p> <ul style="list-style-type: none"> • Assist in the negotiation of contracts and agreements. Monitor Contractor performance, ensuring all terms and conditions of the contract are met • Provide input into the preparation of the annual operating and capital budgets • Assist in preparing and accounting for Capital grant applications • Participate in and provide input into the Town’s Asset Management Plan as it relates to scope of work

	<ul style="list-style-type: none"> • Coordinate the preventative and reactive maintenance programs for Facilities, Fleet, and Cemetery operations • Support Manager in monitoring operations budgets and invoicing for Facilities, Fleet and Cemetery Operations
10	<p><u>Fleet Operations</u></p> <ul style="list-style-type: none"> • Investigate, recommend and implement approved equipment purchases and disposals • Ensure fleet life cycle is optimized through work unit effort in the control of repair costs, the reduction of downtime and the prolonging of fleet life • Monitor and evaluate fleet requirements, reliability, and repair frequency • Work with all fleet owner teams to develop replacement needs and specifications, work with IT on Fleet technology integration • Ensure the security, integrity and completeness of all records related to maintenance activities
10	<p><u>Safety</u></p> <ul style="list-style-type: none"> • Provide leadership and promote the overall management of health & safety within the area of responsibility, ensuring staff adhere to policies and follow safe work practices • Perform all safety orientations for new hires and contractors • Conduct and/or assist the Town's O.H.S. Advisor in all incident/accident investigations • Ensure all safety operating procedures and hazard assessments are up to date for areas of responsibility • Conduct field safety and hazard inspections on various tasks, projects and work sites
5	<p><u>Compliance and Regulatory Oversight</u></p> <ul style="list-style-type: none"> • Ensure compliance with Provincial Legislated Programs and environmental standards • Serve as liaison with regulatory agencies (i.e. Alberta Health, AEDARSA etc.) • Provide input and draft documents for applicable procedures, policies and bylaws for approval by senior management

	<p><u>Other Responsibilities & Duties</u></p> <ul style="list-style-type: none"> • Liaise with other Supervisors for the coordination of use of common equipment and resources • Ensure all records are assembled and input into the Town’s record management system • Advise the Manager of any staff contravening safety and/or personnel policy and provide recommendation for disciplinary action • Supervise other areas of operations in the absence of Supervisors • When assigned, act in the capacity of the Manager Civic and Municipal Operations • Prepare various written reports and correspondence as required • Remain current in the public works field, pursuing relevant training opportunities and upgrading as required • Participate in and perform duties from the Town’s Municipal Emergency Management Plan; • Available to work after hours as required • Other duties as assigned and within the scope of this position.
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SECTION 3: SUPERVISION OF OTHERS

Position Title	Direct	General
Foreman- Facility Assets	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Shop Mechanics	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cemetery Contractor	<input type="checkbox"/>	<input checked="" type="checkbox"/>

SECTION 4: QUALIFICATIONS

<p>Level of education and experience required:</p> <ul style="list-style-type: none"> • Completion of a degree or diploma from a recognized post-secondary institution in Engineering, Environmental Science, Business or related discipline • Minimum 3 years of directly related experience • Minimum 3 years of progressive supervisory experience, preferably in a municipal or unionized environment • Experience with Capital and Operating Budget administration • Essential Skills for Supervisory Certificate considered an asset • OHS training considered an asset <p>An equivalent combination of education and directly related experience may be considered</p>

Required designations, licenses, Certificates required:

- Valid Class 5 Driver’s License
- Designation with the Alberta Public Works Association (APWA) as a Certified Public Works Professional – Supervision or Certified Public Fleet Professional is an asset
- Designation with International Facilities Management Association (IFMA) as Facilities Management Professional (FMP) or Certified Facilities Manager (CFM) is an asset
- PMP designation is an asset

Required Knowledge, Skills and Abilities:

- Strong leadership skills with the ability to effectively mentor and develop staff within a unionized environment
- Understanding of preventative and reactive maintenance principles, asset lifecycle, and infrastructure systems
- Knowledge of procurement, tendering, contract management and creation of project plans
- General understanding of budgeting and financial administration
- Ability to interpret Collective Agreements, legislation, policies, procedures, and technical documents
- Highly developed organizational, interpersonal and leadership skills working with multi-disciplinary teams
- High degree of accuracy and attention to detail
- Ability to multi-task between day-to-day activities and special projects
- Competence in coordinating projects and troubleshooting issues to determine appropriate correction action
- Proven ability to communicate effectively in a professional manner in written and verbal form with the public, contractors, regulatory bodies, and staff
- Excellent understanding of OHS and Risk Management Programs
- Operation knowledge of cemetery operations, facilities, and fleet services

Software/Technology

- Excellent computer skills (Microsoft Office, Asset Management, Financial, GIS)
- Strong abilities using the programs of the Microsoft Office Suite, asset management software, financial software, GIS/CMMS
- Training in GIS systems is an asset

PHYSICAL EFFORT

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| <input type="checkbox"/> | Routine office environment. Limited physical effort. A variety of typical office requirements such as sitting, standing and walking. Limited physical effort. Limited intense visual concentration is required. Infrequent physical effort (lifting, bending, etc); Infrequent peaks of concentration are necessary for short periods from time to time (e.g. several minutes up to half an hour) Interruptions or distractions occur occasionally, but do not interfere with completion of quality of work as the nature of the work is highly repetitive and routine |
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<input checked="" type="checkbox"/>	<p>Moderate physical effort, requires occasional lifting, bending, standing, climbing ladders, etc. Requires extended periods of standing or moving. Manual dexterity can include handling of items or tools of various sizes, sorting or manipulating small parts or materials or tools, where the pace of work can largely be controlled. Intense visual concentration is greater than 50% of the time. Moderate peaks of concentration (e.g. up to half day) are a typical, with some ability to control this by taking breaks from the task. Interruptions or distractions occur frequently and sometimes interfere with output quality or timeliness. Time pressures with the job are noticeable, but are not frequent or significant. May perform a moderate level of heavy physical activities (pulling, lifting, pushing heavy or awkward objects, etc). May require some specialized training and/or use of safety equipment.</p>
<input type="checkbox"/>	<p>Regular, frequent or sustained and considerable physical effort is required with limited opportunities to rest except at scheduled breaks. May require a degree of major physical effort over an extended period of time. Requires frequent or regular considerable moving, standing or heavy physical activities (e.g. lifting, moving, or pulling heavy awkward objects on a regular basis). Typically requires some specialized training (certifications, etc) and/or use of safety equipment. May also require personal protective equipment. Regular, frequent or sustained, and substantial peaks of concentration are a typical throughout the day. It may not be possible to take breaks from tasks due to time pressures and deadlines that often oblige continuation until task completed. Interruptions and distractions occur frequently, and often to significantly interfere with the ability to complete the task correctly/in timely manner and consistently.</p>
<p>WORK ENVIRONMENT</p>	
<input type="checkbox"/>	<p>Routine office environment. Limited exposure to disagreeable aspects such as noise, heat/cold, dust, fumes, etc</p>
<input checked="" type="checkbox"/>	<p>Moderate exposure to disagreeable aspects of the work environment. The job may require occasional exposure, but is limited in terms of frequency, severity, and/or duration. May require some specialized training, and/or use of safety equipment.</p>
<input type="checkbox"/>	<p>Considerable, frequent or ongoing exposure to disagreeable aspects of the work environment. The job requires regular exposure in terms of frequency, severity, and/or duration. Typically requires some specialized training (certifications, etc), and/or use of safety equipment. May also require personal protective equipment.</p>