ST. CATHARINES PUBLIC LIBRARY
JOB POSTING

POSITION: BUILDING SUPERINTENDENT (FULL-TIME, NON-UNION)

LOCATION: CENTRAL LIBRARY – 54 CHURCH STREET – ST. CATHARINES

JOB SUMMARY: Under the direction of the Business and Facilities Manager to be responsible for the activities of the Maintenance Department. To supervise and co-ordinate the cleaning of all facilities to ensure proper maintenance. To monitor the performance of mechanical, electrical, HVAC, life safety systems. To oversee in-house and contractor corrective and preventative maintenance activities. To assist with the preparation and evaluation of service contracts. To co-ordinate contract maintenance and service schedules. To be responsible for 24/7 emergency management protocols. To prepare and monitor assigned budgets. To participate in all departmental personnel functions.

REQUIREMENTS:

1. Minimum 2 year College Diploma in facilities management.
2. Minimum 5 years of relevant experience in a supervisory role in a facilities management capacity including responsibility for the following: building and equipment maintenance; safety and security; purchase of supplies; and personnel supervision.
3. Must have experience with a computerized Building/Energy Management system.
4. Working knowledge of relevant codes and regulations (e.g. Building, Electrical, Occupational Health and Safety, WHMIS, Fire etc.).
5. Current First Aid and CPR certificates.
6. Must be able to be on a 24/7 call list in order to respond to emergencies, and able to work flexible hours including evening and weekend hours as required.
7. Proven ability to plan, organize, and direct maintenance activities.
8. Ability to create and monitor budgets.
9. Ability to lead and work in a team environment.
10. A valid class G driver's license and a good driving record.
11. Excellent verbal and written communication skills.
12. Working knowledge of Microsoft, Excel and other software applications.

HOURLY RATE AND HOURS OF WORK:
$32.887 - $39.464 per hour (January 2017 Schedule)
35 hours per week (may include evenings and weekends as required)

APPLICATION DEADLINE: 5:00 p.m., Tuesday July 18, 2017

APPLICATIONS IN WRITING TO:
Ms. L. Stripnieks, C.E.O.
St. Catharines Public Library
54 Church Street
St. Catharines, Ontario L2R 7K2
Fax: (905) 688-6292
Email: admin@stcatharines.library.on.ca
Only candidates selected for an interview will be contacted.

St. Catharines Public Library is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. We will accommodate the needs of applicants under the Ontario Human Rights Code (OHRC) and Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment process. Please advise the CEO to ensure your accessibility needs are accommodated throughout this process.

Posted: June 27, 2017 - Remove: July 18, 2017