

**EXTERNAL JOB OPPORTUNITY**

<b>POSITION:</b>	<b>MANAGER, PARKS &amp; FACILITIES, ASSETS &amp; PROJECTS</b>	<b>JOB POSTING #:</b>	<b>2019-0303</b>
<b>POSTING PERIOD:</b>	<b>Monday, October 21, 2019 at 8:30 AM to Monday, November 4, 2019 at 4:30 PM</b>		
<b>DEPARTMENT:</b>	Facilities	<b>UNION:</b>	Non-Union
<b>LOCATION:</b>	Various	<b>JOB CODE:</b>	NU0582
<b>POSITION STATUS:</b>	Regular Full-Time	<b>GRADE/CLASS:</b>	NU13
<b># OF POSITIONS:</b>	1	<b>RATE OF PAY:</b>	\$95,484.91 - \$116,062.99 Annually
<b>POSITION #:</b>	00005373	<b>SHIFT WORK REQ'D:</b>	No

**DUTIES:**

Reporting to the Senior Manager of Facilities or designate, this position is responsible to manage and direct a staff of project supervisors, analysts, and system administrators, including scheduling, recruitment, training, and performance evaluations; develop and maintain documents related to processes, policies, procedures, training, and best practices; research and make recommendations for the implementation of new materials, equipment, technologies, techniques, and trends; develop and implement preventative maintenance and inspection programs; conduct training for staff on new and existing programs; assists in ensuring the department's adherence to applicable legislation, regulations, and codes; oversees 360Facility Computerized Maintenance Management Software (CMMS), including the entering, monitoring, and closing work orders for service, maintenance, and projects; oversees the management of capital and operating projects including design, renovations, redevelopment, replacement, construction, procurement, and oversight of consultants, suppliers and contractors. Assist in the development, preparation, monitoring, and compliance to the department capital budget; reallocate labour and other costs recorded in work orders, and assist Finance to ensure all expenditures are allocated to the appropriate account. Prepare asset management plans and strategies, including data collection and management, asset inventories, condition assessments, and assists with the corporate Asset Management Plan (AMP). Prepare council reports and administrative reports (eg CAOPs). Will perform Occupational Health & Safety duties as outlined in the Corporation's Health & Safety program. Will perform other related duties as required.

**QUALIFICATIONS:**

- Must have a University degree in Engineering, Architecture, Business or other related discipline or Ontario Ministry of Education equivalency and a minimum of six (6) years related job experience to acquire management skills;
  - **OR** Must have a Community College diploma in Engineering, Architecture, Business or other related discipline or Ontario Ministry of Education equivalency and over ten (10) years related job experience to acquire management skills.
- Must have the ability to travel to off site locations in a timely and expedient manner as required. If method of travel is by vehicle, a current valid and lawful Driver's License is required in accordance with the Highway Traffic Act and must provide a driver's abstract as a condition of employment;
- Must have knowledge of, and experience with, building systems, facility maintenance/management, building codes, project management, report writing, construction and design;
  - Must have acquired skills in reading and interpreting construction drawings;
  - Must have operating knowledge in the Microsoft Suite of Products, such as Word, Excel, and PowerPoint, in a computerized environment;
  - Must possess effective excellent communication, interpersonal, and leadership skills;

**CONTINUED...**

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#### QUALIFICATIONS CONTINUED...:

- Should have knowledge of the Occupational Health and Safety Act, its regulations and knowledge of the hazards associated with work;
- Will be required to complete and remain current as per the requirements of the Corporation's Management Certificate Program;
- Progression through the Art of Supervision Program Certificate or a supervisory program of a similar nature is considered an asset;
- Experience with Computerized Maintenance Management Software (CMMS) software and development of business processes is considered an asset.

#### HOW TO APPLY:

- An online application is available and must be completed and submitted by no later than the posting period noted. Internet access is available at your local library branch.
- If you require assistance to apply online, please contact [recruitment@citywindsor.ca](mailto:recruitment@citywindsor.ca) or call (519) 255-6515.
- The City of Windsor strives to protect all personal information submitted via the internet in response to job postings. We will not ask you to provide your social insurance number or banking or other financial information. Sometimes things happen that are beyond our control. We cannot guarantee that data in our system is immune from unauthorized access. Please have this in mind when you decide to respond to job postings.
- To apply for this position, click [APPLY NOW](#)

#### NOTE:

- **Only those applicants selected for an interview will be acknowledged.**
- We offer a smoke-free office environment.
- Personal information is collected under the authority of the Municipal Act, c. 25 as amended, and will be used to determine eligibility for employment.
- The Corporation of the City of Windsor is an Equal Opportunity Employer.

**In accordance with the Accessibility for Ontarians Act, 2005 and the Ontario Human Rights Code, the City of Windsor will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform the City of Windsor Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.**