



Dovercourt Recreation Association

## Facility Supervisor Full-Time

### Facility Supervisor – Level 2

This is a full time position which involves a flexible work week with early starts, evening and weekend hours, with occasional extra hours for special projects or events.

### Summary Description

Works with the Facility Manager and all Facility Maintenance Staff (including assisted workers and, Volunteers). Major duties include assisting the Facility Manager in the responsibility of operating a very busy recreation venue, including room and activity resourcing, room set up, staff supervision and scheduling, cleaning and maintaining the facilities by creating, monitoring, reviewing and updating various checklists. S/he must be able to work on their own with very little supervision and be knowledgeable in the use of maintenance equipment and powered cleaning machines. They also must be WHMIS certified, with a strong competence in MS Office applications. They will assist the Facility Manager in facility maintenance, housekeeping, resourcing, and staff scheduling, training, supervision, monitoring and evaluation. They will be responsible for creating weekly and seasonal / sessional room booking reports (including setups and teardowns) for facility staff to follow. This position also involves being part of the IC (In Charge) team, which means while on IC duty they be available to assist and support all staff or clients with any issues that may arise.

### Required Qualifications

- Has 3 to 5 years' experience in the maintenance or related field and/or college / university graduate in facility related field.
- Valid driver's license – frequent driving of Organization Vans is required
- WHMIS 2015
- Standard First Aid/ CPR "C"

Annual Salary Range: \$35,849.39 to \$41,038.31 plus 4% RRSP and Subsidized Group Benefits Package.

For more information on Dovercourt Recreation, please visit our website at [www.dovercourt.org](http://www.dovercourt.org)

To express your interest in the Facility Supervisor position, please contact by Friday May 5, 2017:

Doug Wanke  
Facility Manager  
613-798-8950 Ext 248  
[dwanke@dovercourt.org](mailto:dwanke@dovercourt.org)

