

### **MAINTENANCE SUPERVISOR** **Permanent Full-time Position, Fort Frances ON**

Committed to meeting the needs of the community by providing services with care, integrity, and accountability, the Rainy River District Social Services Administration Board (RRDSSAB) delivers Early Learning and Child Care, Ontario Works, Social Housing, Land Ambulance and other services for all organized municipalities and unincorporated areas within the geographic District of Rainy River.

The Rainy River District covers an area of approximately 15,487 sq. kilometers and has a population of 20,047 (2016 Census). It is bordered on the north by the Kenora District, on the east by the Thunder Bay District, on the south by Minnesota, USA and on the west by the Province of Manitoba.

The RRDSSAB is seeking a **MAINTENANCE SUPERVISOR** on a permanent full-time basis to join our team in Fort Frances, ON. Reporting to the Supervisor of Infrastructure & Asset Management of the Rainy River District Social Services Administration Board (RRDSSAB), the Maintenance Supervisor is responsible for the administration, planning and coordination of maintenance and capital projects for RRDSSAB assets in compliance with relevant legislation. This position is responsible for the direct supervision of designated maintenance staff and on-site contractors. Additional duties include availability to respond 24/7 on a rotating basis, back-up for the Maintenance and Custodian staff, as necessary, and will require regular travel throughout the District as well as intermittent travel outside the District.

Qualifications will include:

- Three year college diploma or three year degree in a related discipline and four (4) years work-related experience. Certified Journeyman in a related trade or craft preferred. Candidates with an equivalent combination of education and experience will be considered.
- Knowledge and understanding of maintenance processes, plumbing, electrical, heating/ventilation systems, mechanical systems, carpentry, preventive maintenance planning, capital planning and construction site management.
- Knowledge and understanding of relevant legislation, financial management, policy development/implementation, budgeting and reporting requirements.
- Demonstrated experience in research, evaluation, project management and program planning skills.
- Demonstrated experience with scheduling, record-keeping, administration, business practices, procurement, report writing and presentation skills.
- Proficient computer skills and the ability to work within a computerized environment.
- Demonstrated communication, collaboration, and interpersonal skills to develop and maintain positive and effective working relationships.
- Ability to work in a team-based setting and with multi-disciplinary and diverse individuals.
- Strong project and time management skills with the ability to prioritize workload, as appropriate.
- Ability to exercise a high level of independence, integrity, professionalism, and confidentiality.
- Ability to travel throughout the Rainy River District and neighbouring Districts.

We offer a competitive salary, an excellent benefit package and participation in the OMERS pension plan. The 2020 salary range for this position is \$66,388 - \$78,632. Candidates who meet or exceed the requirements for this challenging position are invited to submit a resumé and cover letter, including three work-related references, no later than **3:00 p.m. (CST) on Wednesday, March 25, 2020 to:**

Joanne Spence, B.HRLR, CHRL, Human Resources Officer  
Rainy River District Social Services Administration Board  
450 Scott Street  
Fort Frances, ON P9A 1H2  
**Competition #HR-03-2020-MS**  
PRIVATE & CONFIDENTIAL  
Or email: [joannes@rrdssab.on.ca](mailto:joannes@rrdssab.on.ca)

The RRDSSAB wishes to thank all applicants, however, only those selected for an interview will be contacted. Information gathered is in accordance with the *Municipal Freedom of Information and Protection of Privacy Act* and will be used for candidate selection and, for the successful applicant, relevant human resource purposes. The RRDSSAB is an equal opportunity employer. Accessibility accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.  
This document is available in an alternative format, upon request.