

Facilities Foreperson

Date: September 17, 2024

Location: City of Weyburn – Leisure Department

Explore a rewarding career opportunity in Weyburn, a thriving prairie city in southeast Saskatchewan. As a multifaceted organization, the City of Weyburn is committed to being an engaged and diverse employer that plays a crucial role in shaping the vibrant fabric of our community. With a vision of "A Community for All" and a mission focused on "Growing Through Opportunity," join our dynamic team dedicated to upholding values of service, accountability, integrity and respect. Be part of approximately 175 employees (increasing to over 200 in summer) making a positive impact.

*Under the general supervision of the Facilities Manager, the **Facilities Foreperson** is a working supervisor responsible for assisting with organizing the safe and efficient operations, and maintenance of all City of Weyburn Facilities.*

Operations

- Assign daily tasks to all Facility Operators based on programming, organizational needs, demands and weather
- Creates and conducts staff orientation and new hire training with Facilities Manager
- Oversees and participates in the work of Facility Operators
- Completes daily work records, identifies inventory shortages and maintains inventory records, input work order requests into CMMS System
- Assign and oversee the Preventative Maintenance programs to Facility Operators and ensure information is being updated in the CMMS System
- Assisting Leisure Services Admin Coordinator on assigning dressing rooms and coordinating floods at the arenas
- Assists the Facilities Manager on following up with patron complaints/concerns.
- Ensuring TSASK and SHA inspections/tests are being monitored, completed and recorded as per the respective guidelines

Safety

- Ensures schedules, procedures and established performance safety standards are met;
- Liaison with the Manager to ensure safe and efficient operations for internal staff and independent contractors.
- Ensure all Facility Operators have appropriate training, certifications and PPE as per the task specific safety procedures/policies
- Provide awareness to Facility Operators of Safety procedures and policies and ensure compliance
- Work with Safety Coordinator and Facilities Manager to coordinate and conduct regular safety meetings

Leadership

- Provides crews with direction (and in some cases demonstration) on how to safely complete the work monitors progress, and provides feedback to Manager;

- Communicates with tact and discretion when settling requests, complaints or clarifying information with the public, subordinate staff, outside agencies or other stakeholders.

EDUCATION

- Grade 12 or equivalent education
- Refrigeration engineer certification is required
- Class 5 Drivers License and clean driving record
- Clean criminal record and vulnerable sector check
- Pool Operators Course 1 & 2 would be considered an asset
- Building Operator Levels 1 and 2 would be considered an asset.

EXPERIENCE

- Minimum five (5) years' experience (combined with education) working as a supervisor, in facility operations.

Additional Information:

- **Job Status** – Permanent – Full Time
- **Classification** – Unionized, CUPE Local 90
- **Wage** – \$28.27/hour
- **Application Deadline** – The position will remain open to internal applicants until September 24, 2024

To Apply:

Please submit your resumes and cover letters directly to **Richard Henning, Facilities Manager** at careers@weyburn.ca The City of Weyburn thanks all applicants for their interest in this employment opportunity but only those applicants invited for an interview will be contacted.