



Maintenance Supervisor, Building Operations

Toronto Pan Am Sports Centre is a world-class sport and recreation venue that proudly hosted the international community for the Pan Am and Parapan Am Games. The facility is also an amazing place to join hundreds of professionals who look to develop their career in an exciting and rewarding environment.

A legacy of the 2015 Toronto Pan Am and Parapan Am Games, Toronto Pan Am Sports Centre (TPASC) is operated by a corporation co-owned by the City of Toronto and the University of Toronto. The world-class facility is the largest sport new-build for the Games and the largest infrastructure investment in Canadian amateur sport history. TPASC delivers extensive programming that serves recreational and community groups, university students, high performance athletes, as well as fitness centre clientele. The building's 312,000 square-feet includes two internationally sanctioned 10-lane 50-metre pools, a world-class dive pool and dry-land dive training facilities, a four-court gymnasium, a rock climbing wall, an indoor running track, conditioning rooms, a high performance testing centre, studio spaces, and a state-of-the-art fitness centre for members. The Canadian Sport Institute Ontario (CSIO) is located at TPASC and provides world-leading sport science and sport performance services. TPASC opened to community users, University of Toronto faculty, staff and students, City of Toronto program users and high performance in September 2014. For more information visit www.tpasc.ca

The building earned LEED gold and has state-of-the-art mechanical and electrical equipment including a geothermal plant, green roofs and a large solar panel installation.

TPASC is currently seeking a **full-time** Maintenance Supervisor, Building Operations to join our team! Reporting to the Assistant Manager, Building Operations. This individual will be responsible for ensuring the effective, efficient and safe maintenance of the building by supervising the day-to-day maintenance operations of the department.

The key accountabilities of the role include, but are not limited to:

- Routinely inspects the state of repair of the building to identify repair and maintenance needs;
- Supervises the effective, efficient, and safe maintenance work of the building;
- Assists in prioritizing maintenance work and assigns;
- Ensures cross training of maintenance skills and actively trains skills with hand-on work supervision;
- Maintains supply and part inventories and regularly purchases to maintain minimal stock for repairs;
- Assists in hiring, supervision and performance management of maintenance workers;
- Ensures daily, weekly and monthly checking as per legislation and policy and completed with records retained for all non-mechanical and electrical systems (e.g. fire extinguisher checks, Code Blue and emergency strip checks, etc.).
- Assists in determining the need for, and inspects the work of, external contractors related to the following: building maintenance including automatic door operator systems, loading dock elevating device systems, windows, roofing including green roofs,



irrigation systems, plumbing systems and fixtures, greenscape (lawns, garden beds, green roofs and trees) and hardscape (pedestrian sidewalks, asphalt parking and roadways for vehicles), parking equipment maintenance, restaurant equipment, laundry equipment, etc. and ensures completion of all work to specifications;

- Inspects the work of building interior cleanliness by routine inspections;
- Ensures all aspects of outdoor property are well maintained (lawns, gardens, green roofs, furnishings, parking equipment) to include litter-free and weed-free);
- Ensures loading dock operations including waste & recycling and shipping/receiving-supervised;
- Assists with developing, writing and maintaining standard operating procedures (SOPs) and departmental operating policies (DOPs), and ensures compliance, as they pertain to Maintenance employees work;
- Assists in ensuring health and safety, fire code, health regulations for swimming pools, TSSA requirements and other legislated requirements are met.
- Ensures minimal downtime (less than 24 hours) for all maintenance aspects that a customer sees (toilets working, showers working, locks on stalls working, etc.).
- Creates plumbing diagrams, landscape bed diagrams and other drawings that assist in identifying specific fixtures or garden beds etc. that require maintenance attention;
- Ensures both preventative and reactive maintenance;
- Assists with ensuring Olympic swimming pools and gym facilities are maintained to the highest standard for world-class practice and competition;
- Ensures legislated annual inspections on all required field of play equipment: divider curtains, camera truss, fixed and portable basketball assemblies, climbing wall, trampoline harness system, bleachers, PAL accessible pool lifts, etc.
- Assists in ensuring LEED Gold building status by “green” purchasing, practices and maximizing solid waste diversion, in particular;
- Assists in maintaining fully accessible building;
- Understand, support and adhere to Company policies, programs, and procedures;
- Comply with all legislative requirements (e.g. *Occupational Health and Safety Act*, *Human Rights Code*, *Employment Standards, Act, 2000*, etc.) and other duties as required.

The successful candidate will possess the following qualifications:

- Three years of experience successfully supervising building maintenance (trades work) and grounds work in a large commercial building;
- Demonstrated ability to train maintenance staff in safe procedures and transfer knowledge to develop staff skills (e.g. painting, drywall, minor electrical, minor plumbing, carpentry, tile repair and installation, lawn and garden maintenance, etc.)
- High school Diploma. College certificate in building or trades related field or equivalent education and experience;
- BOMI SMT, and trade certificates are assets;
- Certified Pool Operator (CPO);



- SCUBA certification an asset.
- Certified Forklift Driver an asset.
- Experience supervising maintenance projects successfully;
- Organized and able to manage multiple projects and timelines;
- Computer literate with proficiency in MS Word, MS Excel, MS Outlook, building automation system and property management software;
- AutoCAD, MS Project and Manager+ are assets;
- Both strong oral and written communication skills;
- Demonstrated ability to work both independently with minimal supervision and cooperatively with other team members, including working collaboratively with another maintenance supervisor;
- Must be a fair and capable supervisor able to ensure the motivation and performance of subordinate employees; and
- Must be able to work morning/afternoons, afternoon/evenings and alternating weekends and occasional overnights.

The successful candidate will receive a competitive compensation package. The position will start as soon as possible. Three professional references will be required and a police vulnerable sector check will be completed for the successful candidate.

HOW TO APPLY

Please submit your cover letter and resume by email to the attention of Stephanie Battrick, HR Manager by August 24, 2017.

E-mail address: sbattrick@tpasc.ca

The Toronto Pan Am Sports Centre is located at:
875 Morningside Avenue
Scarborough, ON M1C 0C7

TPASC is committed to creating an accessible organization and facility by removing barriers for individuals with disabilities. If you have any accessibility requirements or questions, whether as an employment candidate, volunteer, user of the facility or business partner, please contact us at accessibility@tpasc.ca

We thank all applicants that apply, however only those being considered for an interview will be contacted.