



EMPLOYMENT OPPORTUNITY

Do you pride yourself on making a difference in the lives of others? The Oakville & Milton Humane Society is a registered charity that is committed to protecting and caring for animals. We are now accepting resumes for:

FACILITIES SUPERVISOR (PERMANENT, FULL-TIME)

The Facilities Supervisor is responsible for managing all the Maintenance needs for both the Shelter and the Thrift Store. Working closely with the Management team, the Supervisor will ensure the operations are meeting all codes and regulations. The Facilities Supervisor role will work within the guidelines, policies, and mission of the OMHS and will be accountable and responsible for specific projects as assigned. Key Responsibilities include but are not limited to:

- Responsible for the general maintenance of the shelter/thrift store; plumbing, electrical, HVAC, grounds repair, etc. as required
- Manage, coordinate, and schedule repairs, maintenance, minor work, RFP/tenders and other requests through until completion
- Provide direction, and information to vendors, facilities staff, and other service providers as required to ensure excellent coordination and execution of work, with minimal disruption
- Ensure the safe and efficient operation of the physical, mechanical, electrical, plumbing and building fabric systems/equipment and grounds keeping on site at both the shelter and the thrift store
- Ensure contractual performance in accordance within agreed budgets and compliance within the Key Performance Indicators; while continually enforcing cost efficiencies and maximizing value received
- Develop and manage facility's operating budgets and control expenditures
- Leads the Joint Health & Safety Committee; ensuring inspections are complete and facilitating all meetings

Qualifications and Experience:

- Education: Red Seal Trade qualifications/experience preferred
- Minimum 5 years Journeymen experience
- Ability to perform hands on general maintenance duties and minor work within the shelter & thrift store
- Proficient in Microsoft Office Suite of products
- Valid G license with a clear Drivers Abstract
- Clear Criminal Background Check
- Must be reliable; ability to work all shifts, including weekends, holidays

Skills:

- Strong communication, organizational and teamwork skills
- Excellent interpersonal and communication skills
- Demonstrated strong written & oral communication skills
- Must be detail orientated, strong organizational skills
- Demonstrated ability to work with diverse groups of people
- Flexible and adaptable approach to changing situations
- Demonstrated ability to work independently but consults with Manager as necessary

Interested applicants please submit a cover letter with resume to:

Deb Gray, Operations Director, no later than August 20, 2018.
debg@omhs.ca

Commitment to Diversity and Accessibility:

OMHS is an equal opportunity employer. We welcome diversity in the workplace and encourage applications from all qualified candidates including men, women, members of visible minorities, persons with disabilities, and Aboriginal peoples.

OMHS is also committed to developing inclusive, barrier-free selection processes and work environments. If contacted in relation to a job opportunity, please advise the Executive Director in a timely fashion of any accommodation measures which must be taken to enable you to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.

We thank all applicants for their interest in joining OMHS. Given the volume of applications received, we request that you do not follow up your application with a phone call. We will contact only those candidates selected for an interview and thank you for your understanding.