



Job Posting

**Building Services Supervisor (Permanent)
(Salary Range: \$35.37-39.80/Hour)
Housing Department**

The County of Grey is currently recruiting for a Building Services Supervisor. The Building Service Supervisor is responsible for overall building maintenance management for a portion of the Grey County Housing portfolio.

Efficiently and cost-effectively manage day-to-day maintenance and general up-keep to buildings managed by the County of Grey.

Responsible for the planning and oversight of daily operational activities, working to ensure the best possible services with the resources available. Includes, but is not limited to, scheduling, budgeting, inventory management, co-ordination of contractors and management of staff.

Preferably the candidate will have relevant post-secondary diploma or certification for a community college, i.e. Building Systems, 3-5 years' experience in building management and rental housing, supervision of staff, knowledge of building systems such as HVAC, electrical systems distribution etc. This position requires computer knowledge including Excel/Word/Outlook, ability to communicate effectively both orally and in writing and knowledge of variety of regulations, policies and directive pertaining to safe working conditions and contract administration (ie. Ontario Building Code, Fire Code, Electrical Safety Good and, Occupational Health and Safety Act).

Candidates for the above position are invited to submit resumes prior to **Monday March 2nd at 4:30 p.m.** to:

Jodi Eagleson, Administrative Assistant
The County of Grey
595 9th Avenue East
Owen Sound Ontario N4K 3E3
Fax: 519-376-0445
Email: jodi.eagleson@grey.ca
Web: grey.ca/employment/

We would like to take this opportunity to thank all applicants. Only those to be interviewed will be contacted.

Any personal information submitted will be managed in accordance with the requirements of the Municipal Freedom of Information and Protection of Privacy Act, and will be used only to determine eligibility for employment.

Based on the nature of the position, pre-employment screening may be required including but not limited to; Criminal Record Searches, Financial Credit Inquiries; Educational and Credential Verification; Driver's Abstracts; Drug/Alcohol Testing; Pre-Medical Testing and Investigative Employment References.

The County of Grey is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.