



Information Package for: Facility Maintenance Foreperson

About Us:

The Works includes the Aquarena, Field House and other recreation facilities on Memorial University's St. John's Campus. The Works offer a variety of fitness, aquatic and recreation facilities and programs to the general public and the university community. The Works is Newfoundland and Labrador's most comprehensive recreation, fitness, aquatics, and sporting facility that promotes wellness by providing accessible, diverse, and innovative programs and services.

The Works operates under "Memorial University Recreation Complex Inc." (MURC) - A separately incorporated entity that manages the Recreation/Sport facilities on behalf of Memorial University.

The employees at The Works are responsible for ensuring that the customer receives exceptional service. Quality service provided by helpful and courteous staff is an essential ingredient for retaining these customers.



Facility Maintenance Foreperson

Location: 17 Westerland Rd, St. John's, NL
Start Date: As soon as possible.
Position: Full-time, permanent, 40 hours per week.
Shifts: Days, evenings, weekends, and overnights,
Salary: To be determined based on experience and qualifications.
Benefits: 9 statutory holidays, 10 annual leave days per year, pension and benefit plan.

Position Summary:

This is a junior management position reporting to the Manager of Maintenance.

This position supports the effective and efficient operation of the Division through involvement with recruitment, training, scheduling and supervision.

Responsibilities include but are not limited to general repairs, carpentry, cleaning, regular preventative maintenance of the buildings, including the mechanical/electrical/plumbing systems, pool maintenance and water chemistry, fitness equipment and all other areas of the complex.

This position requires flexibility to work shifts during the day, evening, weekends and overnights. Emergency call-in duties as required.

Duties and Responsibilities:

- Supervise and ensure facility attendants carry out their daily routines, ensuring standard operating procedures are followed. Provide regular feedback on performance and manage the discipline process as needed.
- Facilitate regular staff meetings.
- Ensure all areas inside and outside the facilities are safe, clean and reflect acceptable standards set by the Maintenance Division.
- Work closely with program managers to ensure all maintenance requirements are in place for special events. This includes setup, cleaning, scheduling of Facility Attendants and parking lot security.
- Plan and follow regular preventative maintenance schedules.

- Motivate professional and exceptional performance to ensure facility attendants provide fast and friendly service to customers.
- Perform weekly, monthly, and quarterly safety inspections throughout the facility and grounds to ensure a safe and clean environment.
- Co-ordinate with others to manage and oversee repairs and maintenance duties during periods of special non-routine work/projects; such as building repairs, renovations and periodic shutdowns.
- Monitor the parking lots designated for the facilities, including access control.
- Maintain facility maintenance safety data sheets (SDS) to meet safety guidelines and ensure operational safety procedures and standards are in place and comply with the safe storage and use of chemicals.
- Maintain sanitary and safe changing rooms for patrons.
- Monitor inventory of maintenance supplies and equipment. Assist with ordering as needed.
- Recommend purchases and cost saving measures to assist with the development of the annual maintenance operating budget and inventory control.
- Daily checks of pool controls. Maintain filtration systems and water chemistry. This includes backwashes, rinsing and pre-coating pool filters for the main pool, teach pool and the hot tub. Use of various swimming pool equipment such as pool vacuums, heaters, and filtration systems.
- Monitor and ensure proper operation and maintenance of emergency systems (invertor and generator) fire alarm and sprinkler systems, mechanical, plumbing and electrical equipment. Maintain logs/records.
- Monitor and perform minor repairs to fitness & recreation equipment, plumbing, mechanical or electrical equipment. (The Facility Maintenance Foreperson may be provided with in-house or specialized training before expected to perform this function.)
- Assist with the recruitment of employees for the Maintenance Division, including interviews with potential new recruits, and job training/orientation.
- Ensure proper snow removal and salting of parking lots and entrance ways during the Winter season. Snow removal from parking lots is contracted out. The Foreperson must oversee these services to ensure parking lots meet operational requirements.

- The foreperson and maintenance staff assist with snow clearing and salting of all entrances, exits and walkways.
- Perform other duties as assigned.

Qualifications:

- High School Graduate Diploma required.
- Post secondary training in related trades such as carpentry, mechanical, electrical or plumbing.
- Competent using computers, with use of Microsoft Office Applications and Energy Management Systems.
- Strong knowledge of commercial building maintenance, with a minimum of 3-5 years' experience supervising.
- Strong written and oral communication skills and excellent leadership skills.
- Knowledge of electrical, mechanical and HVAC systems, pool heating and filtration systems, modern cleaning methods, and repairing/maintaining fitness equipment would be considered an asset.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position.

- While performing the duties of this job, the employee is frequently required to reach with hands and arms, stand, walk, talk or hear; and use hands to handle and operate objects, tools or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch or crawl.
- The employee must occasionally lift and/or move more than 50 pounds.

Security and Safety:

- A clear Certificate of Conduct and Vulnerable Sector Check is required.

Wages and Benefits:

- Starting Salary: TBA: Will be based on the management pay scale, and the qualifications & experience of applicant.
- Group Health Insurance Plan that includes Health, Dental, Life Insurance and LTD coverage. Family coverage is available.
- Facility Maintenance Foreperson will be eligible for a Pension Plan.
- Starting benefit plan also includes 10 Annual Leave days and 9 statutory holidays.

How to Apply:

Email Resume: kenc@mun.ca

We thank all interested candidates, however, only those selected will be contacted for an interview.