



PHYSICAL SERVICES MANAGER

A beautiful rural community, the Town of Aylmer and Township of Malahide are located on the north shore of Lake Erie and just 25 minutes south of highway 401. Jointly owned and operated by the two municipalities, the East Elgin Community Complex opened to the public on May 29, 2004 to serve the area of East Elgin – a population of approximately 21,000. Situated on 17 acres, the East Elgin Community Complex (EECC) includes a multi-purpose community hall that can accommodate up to 600 people for banquets and special events or be divided into 3 smaller halls, a hall on the mezzanine level overlooking the Amtelecom Arena that accommodates 178 people, meeting rooms, 2 NHL size arenas, 13 dressing rooms and parking for 600 vehicles. With spectator seating for 756, the Amtelecom Arena is home to the Aylmer Spitfires Junior "C" Hockey Club. The Kinsmen Arena has bench style seating for 366 spectators.

The EECC is looking for a dynamic individual to fill the position of **Physical Services Manager**. In this multi-use facility, reporting to the General Manager, responsibilities include but are not limited to:

Day-to-day supervision of the Chief Operator, Facility Operators, Maintenance and Casual Staff and outside contractors including prioritizing and scheduling of work assignments, scheduling/time sheets, performance reviews.

Maintenance of harmonious labour relations in the EECC.

Ongoing monitoring of the work environment to ensure compliance with health and safety policies and regulations and related regulatory codes.

Input to the annual business plan and budget (operating and capital); monitoring of the performance against plan/budget and ensuring that work performance meets plans/schedules/goals.

Minimization of facility expenses by ensuring efficient and effective facility operations.

Training and evaluation of staff.

Required to be on call and able to respond to after hours emergencies.

Establishing and maintaining of the schedules.

Development, recommendation and implementation of work methods, procedures and standards covering maintenance and safe operations of the Complex.

Implementation of a preventative maintenance/life cycle program.

Inventory management of the Operations Section materials/supplies and equipment.

Provision of technical advice and problem-solving assistance to the staff, management and the Board of Directors.

Implementation of established maintenance and cleaning standards for EECC and monitoring routine maintenance and housekeeping.

Responsible for preparing, managing and evaluating quotes, RFP's and tenders related to EECC operational projects.

Coordinates with Manager and event related contractors to assure facility readiness and smooth operation of events.

The Municipality offers a competitive benefit package. The 2010 salary range is \$58,002 - 70,473

A copy of the position Mandate is available from:

The Corporation of the Town of Aylmer
46 Talbot Street West, Aylmer ON N5H 1J7
Phone (519) 773-4904
Fax (519) 773-3029
jreynaert@town.aylmer.on.ca

Your confidential resume must be submitted by mail, fax or email no later than **Monday, February 22, 2010**. We thank all those who apply and acknowledge that only those selected for an interview will be contacted.

In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act, R.S.O., c.M.45, and will be used for the purpose of candidate selection.