

SUMMARY

The Facilities Supervisor coordinates and provides field services to RStLYC harbour and Club facilities under the guidance and supervision of the Harbour Manager.

GENERAL STATEMENT OF DUTIES

The Facility Supervisor works under the direction of the Harbour Manager. Along with the Harbour Supervisor, he/she assumes direct supervision of the yard and harbour employees and assists them when needed. He/she also oversees facility maintenance and security. He/she ensures a clean, functional, and safe work environment for all his/her employees. The Facility Supervisor may be called upon to assume full responsibility for harbour, yard, and maintenance work in the absence of the Harbour Supervisor.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Maintains harbour and yard facilities and equipment in accordance with RStLYC standards. Performs general maintenance and repairs on all harbour and yard facilities.
- Assists the Harbour Supervisor with the activities and operation of the docks.
- Maintains clean, orderly and safe docks, including the removal of all debris material.
- Performs dock repair, including replacing planks, tightening cleats and hose bibs, and adding flotation billets as necessary.
- Supervises the Yard and Maintenance personnel, developing routines, assigning tasks and providing technical advice regarding maintenance issues as required.
- Provides customer service and assistance for members and visitors.
- Regularly performs property safety patrols in harbour areas. Reports instances of theft, vandalism, disorderly conduct and other threats to member safety, harbour members' property or harbour facilities/property to the General Manager.
- Notifies Harbour Manager of all emergencies within the Harbour and Yard, including oil spills, boat or structure fires, sinking/sunken vessels, weather alerts/conditions and any evidence of illegal activity.
- Maintains accurate and detailed computer entries, including daily logs of property activities, customer information, and maintenance repairs.
- Maintains department inventory and associated Safety Data Sheets (SDS) required by RStLYC for maintenance supplies and equipment.
- Oversees operations for the RStLYC facilities.
- Assists the Harbour Supervisor with vessel haul-outs for repairs and dry storage; operates marine Travelift once the training is provided.
- Operates harbour skiff and all other harbour and yard equipment.
- Responds to emergencies as needed, including vessel pumping or towing, snow removal, etc.
- Assists in preparing the department's annual budget.

BASIC QUALIFICATIONS

- Graduation from high school.
- One (1) year of supervisory experience.
- One (1) year facility maintenance experience, preferably harbour maintenance.
- Valid Canadian driver's license and ability to obtain a Class? Commercial Drivers License.

ASSETS

- One (1) year of experience in small engine repair and maintenance.
- One (1) year experience in harbor and/or port operations.
- One (1) year experience in construction trades.
- Emergency First Aid and CPR Certification.

LEGAL REQUIREMENTS

As a condition of employment, the applicant is subject to a background check (criminal history, verification of education/employment history). Required licenses/certifications must remain valid for the duration of employment.