



Internal/External Job Posting

Full Time Non-Union Position

Supervisor of Maintenance & Operations

Who we are

The Grand River Conservation Authority (GRCA) has an international reputation for excellence in managing the natural resources of the largest inland river system in southern Ontario. Our team is made up of committed and passionate experts in their fields, including scientists, engineers, researchers, educators, stewards, planners, foresters, recreation experts, and much more. Every day, we come to work to improve the health of the natural environment of the Grand River watershed for those who call it home or come to visit. We are a progressive team, dedicated to lifelong learning, collaboration, and making a positive impact.

Who you are

You want to be part of an organization with an environmental goal. You want the work you do to make a difference. You like a team environment where everyone has an opportunity to contribute to achieve a shared goal, no matter their background or level of education and experience. You like problem solving, expanding your horizons and making even the smallest positive impact for your community and the planet.

Why work for us

At the GRCA, we don't just talk about work-life balance, we promote and encourage it. We offer wellness initiatives like onsite yoga and an Employee Assistance Program. Our team feels a connection to their work, each other and the community we serve, and when you're "at the office", you won't feel like you're "at the office." Our Administration Centre is located in a tucked away, natural oasis next to the Shade's Mills reservoir, where a walk or lunch at the picnic tables provides the opportunity to be immersed in nature.

We offer staff development plans and open doors to help advance your career. And our employees benefit from being part of the Ontario Municipal Employees Retirement System (OMERS), with 100% matching contributions from GRCA.

Overview of the Opportunity

Reporting to the Director of Central Services, the Supervisor of Maintenance & Operations leads and supports the general maintenance, repair, and safe operation of GRCA-owned properties and infrastructure including roads, bridges, utilities (water, hydro, septic), buildings, trails, and grounds; overseeing GRCA's vehicle and equipment fleet; supervision and daily coordination of GRCA staff; provide expertise and guidance to develop scope of capital projects; prepare preventative maintenance schedules and oversee implementation; oversee budgets and participate in annual budget planning; support for GRCA Conservation Area and Nature Centre operations; coordination of special projects involving both internal and external stakeholders; and contribute to the overall success of the Central Services Team.

What You'll Do

- Develop, implement, and maintain a preventive maintenance program to ensure efficiency, cost-effectiveness, and environmental standards compliance of GRCA-owned buildings,

utilities (water, hydro and septic), grounds, roads, trails, bridges, signs, vehicles, and equipment.

- Supervise corrective and preventative operations work.
- Schedule, coordinate, and supervise staff for grass cutting, snow clearing and general grounds maintenance duties at Head Office and various GRCA properties
- Acts as a main point of contact for maintenance, repairs, and provides technical advice/assistance.
- Supervise Motor Pool staff ensuring safe, efficient, and timely maintenance of all GRCA-owned vehicles and equipment and ensure accurate records are maintained following legislative requirements.
- Oversee Motor Pool assets including the procurement and disposition of vehicles and equipment supporting GRCA programs and staff.
- Oversee and/or complete the preparation of procurement documents for goods and services in a public procurement environment (quotes, tenders, RFPs, RFQs, etc) and administer contracts as required.
- Provide direction to consultants and oversee work performed by contractors.
- Supervise and coordinate a range of staff daily such as mechanics, grounds workers, construction labourers, construction operators, and building services.
- Ability to organize and coordinate work with internal/external groups and schedule staff to optimize cost effectiveness and efficiency.
- Participate in on-call supervision.
- Ensure the safe operation and maintenance of vehicles, specialized tools, and mobile equipment used by staff.
- Ensure contractors perform work safely following contracts and specifications.
- Follow established procedures to hire, train, mentor, coach, and manage performance in a unionized environment.
- Ensure compliance with all applicable legislation, policies, procedures, and implementation of hazard mitigation measures.
- Ensure accurate and proper documentation/recordkeeping.
- Provide expertise and guidance to develop scope of capital projects and planning for implementation.
- Participate in project management, asset management and/or undertake special projects as assigned.
- Update and maintain infrastructure documentation such as drawings, manuals, maintenance schedules, warranties and emergency procedures.
- Coordinate the preparation of signage for GRCA properties.
- Oversee expenditures of Maintenance and Operations budgets, provide budget estimates/forecasts and assist in the preparation of annual departmental budgets.
- Conduct in-field inspections, training, coaching, coordination, and supervision in all weather conditions.
- Effectively multi-task, respond to emergency needs, and re-prioritize work responding to new information and requirements.

Education

- College diploma plus professional designation in civil engineering, construction engineering, or landscape architecture technology. A journeyman in a building or construction-oriented discipline will also be considered.

Experience

- At least six (6) years of related experience with a minimum of two (2) years of supervisory experience in a construction-related environment.
- Demonstrated knowledge of facility management, building maintenance, civil works, general construction practices, and grounds maintenance.

- Demonstrated knowledge of relevant legislation including, but not limited to, the Occupational Health and Safety Act, Building and fire codes, AODA, and the Highway Traffic Act.
- Demonstrated knowledge related to the operation of a variety of vehicles, heavy equipment, and grounds maintenance equipment.
- Computer proficiency in Word, Excel, databases, PowerPoint, and GIS. Working knowledge of AutoCAD is beneficial.
- Good interpersonal skills with the ability to effectively coordinate staff, contractors, and equipment in various work environments.
- Valid driver's licence.

Competencies and Abilities:

Leadership

Maintains a calm and professional attitude in the face of change, stressful situations, and challenges. Creates a climate in which people want to do their best. Effectively manage employees, developing a team atmosphere, providing information to employees and having strong interpersonal skills, being able to know about employees' concerns and questions. A high level of personal and professional excellence including the ability to align personal and organizational values. Excellent interpersonal and people management skills including the ability to attract, retain, coach, and develop others. Demonstrated ability to ensure a safe working environment while being innovative, flexible, and entrepreneurial.

Professional Judgement

Demonstrated ability in the area of critical thinking, analysis, and assessment of risk and implications, making connections of underlying issues and ownership of the outcome. Sound judgment resulting in fair, efficient, and effective decision-making bringing clarity and resolution to complex and ambiguous situations, and discretion in dealing with confidential information. Ability to carry out skillful negotiations and interest-based conflict resolution. Managing emergencies decisively and effectively striving for minimal cost and disruption to individuals and operations. Ensures good value for money in all work performed by or on behalf of the GRCA.

Integrity/Ethics

The willingness to hold oneself and others accountable for acting in ways that are consistent with stated values, principles, and professional standards. Maintaining impartiality, objectivity, and fairness when dealing with employees, consultants, contractors, stakeholders and other agencies.

Goal /Action Oriented

Effective problem-solving, collaboration, negotiation, and facilitation skills. Develops goals that align with and support the strategic plan. Does not shy away from challenges and seldom gives up, especially in the face of resistance, setbacks, or change. Seizes opportunities; takes initiative and is self-motivated. Organizes work, plans activities, and sets priorities in a manner that meets competing needs and timely resolution of matters. Maintains a high level of productivity and self-direction. Demonstrated experience in Project Management with the ability to work under pressure and handle multiple tasks simultaneously with changing or competing priorities. Achieving high standards of performance from others is important. Excellent organizational skills with respect to project management, project planning, contract management, and time management.

Team Work

Interacts with people respectfully and effectively as part of a team. Able and willing to share and receive information. The ability to gather facts and pertinent information to gain an understanding before drawing conclusions, taking action, or resolving conflict. Demonstrated ability to build partnerships and alliances with peers, business communities, partners, and staff. Exceptional internal communications skills are required for staff relations, working with other internal teams to achieve mutually beneficial outcomes, and to provide support to other programs within GRCA.

Customer Focus

Dedicated to meeting the expectations and requirements of internal and external customers. Develops and maintains effective relationships and ensures good communications with other staff, external stakeholders, consultants, contractors, and other agencies. Works in close collaboration with internal stakeholders to keep them apprised of relevant information and significant issues in a timely fashion. Demonstrated ability to build ongoing working relationships and communicate with tact and diplomacy.

Compensation and Benefits

- Annual salary pay range \$100,242 to \$121,960 (working 1975 hours)
- Comprehensive benefits package with mental health services and preventative care
- Tuition reimbursement, and computer purchase loans.
- Gold-standard Ontario Municipal Employees Retirement System (OMERS) pension fund with 100% employer matching contributions.
- Free year-round access to GRCA and Conservation Ontario conservation areas (parks).

Hours of work: 40 hours per week April to October, 35 hours per week November to March

Approximate Start Date: August 2025

To Apply: Please send a cover letter and resume to careers@grandriver.ca in MS Word or PDF format and quote "Supervisor of Maintenance & Operations" in the subject line.

Deadline for Applications: 4:00pm July 18, 2025

We thank you for your interest, however, only candidates under consideration will be contacted.

GRCA is an equal opportunity employer. We are committed to inclusive, barrier-free recruitment and selection processes and work environments. If you require any accessibility accommodations at any point during the application and hiring process, please contact us. Any information received relating to accommodation will be addressed confidentially

Pursuant to section 29(2) of the Municipal Freedom of Information and Protection of Individual Privacy Act R.S.O. 1990, C. M.56 the personal information contained on this form is collected under the legal authority of the Conservation Authorities Act, R.S.O. 1990, chapter C.27 and is used for recruitment purposes. Questions about the collection of personal information should be directed to the Manager of Human Resources, Grand River Conservation Authority, PO Box 729, 400 Clyde Road, Cambridge, Ontario N1R 5W6. 519-621-2761.