

# Assistant Manager – Maintenance

## Civic Works

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<b>REPORTS TO:</b>	<b>MANAGER OF CIVIC WORKS</b>
<b>DEPARTMENT:</b>	<b>MUNICIPAL SERVICES</b>
<b>SECTION:</b>	<b>CIVIC WORKS</b>
<b>LAST UPDATED:</b>	<b>DECEMBER 2025</b>
<b>DIRECT REPORTS:</b>	<b>MECHANICAL SHOP FOREPERSON, FACILITIES FOREPERSON</b>

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### Position Summary

Reporting to the Manager of Civic Works, the Assistant Manager – Maintenance is responsible for assisting in the management and administration of activities, staff, equipment, and other resources required to deliver the City's maintenance services and development of preventative maintenance programs.

The Assistant Manager – Maintenance is responsible for assisting in the daily operations of fleet and facility maintenance crews, ensuring efficient delivery of services, coordinating field activities and assisting in scheduling, budgeting, prioritizing and monitoring work progress.. The Assistant Manager – Maintenance supports the City's asset management program, including data collection, condition assessments and lifecycle planning. The position provides leadership to operations staff, including mentoring, coaching, supports performance development and succession planning, and promotes a safe and respectful workplace.

### Responsibilities

1. Promotes and assists in managing the health, safety, and well-being of all staff under assigned areas of responsibility.
2. Complies with all municipal, provincial, and federal policies, rules, and regulations.
3. Assists in the preparation of operating and capital budgets and long-term financial and strategic planning.
4. Prepares and administers contracts for external service providers and construction contractors.
5. Monitors expenditures against the budget on an ongoing basis and takes appropriate action to maintain a balanced budget for assigned areas of responsibility.
6. Assists in purchasing goods and services following the City's Purchasing Policy, assists in the management of inventory and ensures cost-effective operations.
7. Assists in the development and implementation of Standard Operating Procedures for tasks.
8. Addresses, investigates, and prepares reports on concerns.

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9. Coordinates with the Communications Division to ensure pro-active outreach to interest holders regarding service interruptions or inconveniences resulting from maintenance and/or operations work.
10. Creates and monitors annual work plans as well as daily, weekly, and monthly schedules and assigns work to staff through the issuance of Work Orders.
11. Assists in the development of an inspection program, implements preventative maintenance schedules, and oversees on-going maintenance.
12. Reviews and recommends updates to maintenance related policies and processes.
13. Maintains daily records of operations.
14. Assists in the recruitment, selection, training, and development of staff.
15. Assists in establishing performance standards, monitors employee performance, and escalate concerns to the Manager of Civic Works, as necessary.
16. Assists in conducting performance evaluations.
17. Approves timesheets and expenses in accordance with the Collective Agreement.
18. May be required to act as the Manager of Civic Works in the Manager's absence.
19. Other duties and special projects as assigned.

### Qualifications

- A post-secondary diploma in any related discipline such as Mechanical Engineering Technology (MET), Business Administration and/or a Red Seal Designation as an Electrician, Plumber, Carpenter, or Heavy-Duty Mechanic Technician. A combination of relevant and extensive training and experience related to fleet or facilities management may be considered.
- A minimum of three-years directly related experience in progressively more responsible positions within a municipal setting, with a minimum of 1 year in a supervisory position.
- Certification as a Certified Professional Fleet Manager (CPFM), Certified Government Fleet Manager (CGFM) or Certified Facilities Manager (CFM) is desirable.
- Proficiency with MS365 and Office Suite, and ability to perform general administrative tasks.
- Training in leadership, infrastructure management, and/or general administration.
- Valid Class 5 Drivers Licence.
- Knowledge of municipal operations and maintenance practices and procedures.
- Knowledge in the operation and maintenance of civic fleet and equipment.
- Knowledge in the operation and maintenance of a fleet carrier profile held with Commercial Vehicle Safety and Enforcement (CVSE).
- Knowledge of all municipal fleet and facility legislation.
- Proficiency in records management and system maintenance.

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- Proficiency in budget preparation/monitoring and administration.
- Ability to handle multiple priorities effectively and meet deadlines.
- Ability to effectively communicate both verbally and in writing.
- Ability to effectively represent the interests of the municipality.
- Ability to establish and maintain a high degree of public confidence and public relations.
- Ability to foster and maintain a positive team environment, share work knowledge and support, train and develop other staff as needed.
- Strong attention to detail and ability to work without close supervision.
- Commitment to personal education, and development in aspects of municipal governance, and organizational development as they apply to the position.
- Ability to maintain confidentiality at all times.