



Western Development Museum
Saskatoon

2610 Lorne Avenue
Saskatoon, SK S7J 0S6

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**THE WESTERN DEVELOPMENT MUSEUM - SASKATOON
is now accepting applications for the following position**

Building Supervisor

Are you a person who enjoys variety in a job that involves work in both an outdoor and indoor setting?

Do you take pride in your work, ensuring the smallest details are always done right?

Are you passionate about creating exceptional spaces where visitors feel welcomed and safe?

If so, we might like to meet you.

We are looking for a Building Supervisor who will ensure the Museum buildings, equipment and grounds in Saskatoon are maintained to an exceptionally high standard.

Our Building Supervisor is responsible for:

- Providing routine maintenance for the environmental control systems within the branch
- Maintaining routine operation of the boiler system
- Establishing inspection and maintenance schedules.
- Maintaining parts, repair and equipment inventories.
- Undertaking routine maintenance of Museum vehicles, equipment and shop tools.
- Assuming responsibility for opening and/or closing the Museum.
- Assisting in special events/activities and programs.
- Assisting in the maintenance of the permanent displays and the installation of temporary exhibitions
- Daily care, cleaning and maintenance of museum grounds, exhibits and gallery spaces.
- Ensuring that our buildings, grounds and equipment are well maintained and that our visitors enjoy the Museum in a comfortable and safe manner.

We are looking for a Building Supervisor who is:

- Passionate about maintaining mechanical, structural and janitorial standards throughout the Museum building and grounds with strong repair and mechanical skills.
- Possesses their Fireman's Certificate or higher.
- Experienced in the operation and maintenance of large hot water heating systems.

- Enjoy operating power machinery - lawn mowers, power brooms, fork and aerial lifts to name a few.
- Interested in working in a Museum both indoors and outdoors
- Personable - able to work well with many different people.
- An eye for detail - able to quickly recognize when repairs or improvements are needed and to take action to address these issues.
- A strong communicator - both orally and in writing.

A detailed job description outlining required skills, qualifications, and hours of work is attached. The salary range is \$1,570 to \$1,986 bi-weekly. The work schedule is 72 hours per 2-week pay period.

If you're interested in joining our team, please send a resume and cover letter showing how you meet the requirements of this position.

Applications must be received by March 24, 2019

Please send your application to:

Building Supervisor Selection Committee
Western Development Museum - Saskatoon
2610 Lorne Avenue
Saskatoon, SK S7J 0S6
Email: saskatoon@wdm.ca

We thank everyone interested in this position but will only be contacting selected applicants.



Building Supervisor WDM Saskatoon

Employment Status:	Permanent, Salaried
Pay Scale:	WDM Level 6, Ranges TR-6
Location:	WDM Saskatoon

The **Building Supervisor** reports directly to the WDM Saskatoon Manager with shared reporting responsibilities to the Corporate Office Facility Manager. The **Building Supervisor** assists the WDM in achieving its public trust responsibilities by ensuring buildings, grounds and equipment are maintained to a high standard. The **Building Supervisor** is responsible for maintaining mechanical and structural standards throughout the Museum and making repairs when required. All activities are conducted to maximize efficiency and patron/staff/volunteer comfort and in accordance with museum standards.

RESPONSIBILITIES

1. Building Maintenance

- Ensure the Museum building is maintained through regular inspection and maintenance schedules.
- Operate and maintain the building's boiler and mechanical systems.
- Troubleshoot issues with plumbing, lighting, heating, refrigeration and electrical systems.
- Initiate repairs as required. Undertake general upkeep of the building structure including, but not limited to, entry ways, paint, flooring, windows, doors, etc.
- Operate and maintain the Building Computer Control System and automated control equipment.
- Arrange for testing the WDM fire, sprinkler and security alarm systems.
- As required, assist with building maintenance needs for special events and rental functions.
- First responder on list for building and security alarms.

2. Museum Grounds Maintenance

- Oversee the maintenance of Museum grounds and assist when required including;
 - Summer - maintain lawns, trees, parking lot, demonstration areas, drainage ditches, watering and water control of Boomtown grounds and park.
 - Winter - snow removal around the building, parking lot, walkways, and fire exits.

3. Equipment

- Maintain all Museum vehicles including scheduling regular maintenance requirements, safety inspections and vehicle registration.
- Ensure all Museum equipment (forklift, aerial lift, and tractors, etc.) is in good operating condition. Oversee the maintenance of lawn care equipment, forklift, aerial lift, and tractors.

4. Museum Shops

- Oversee Volunteer shop activities and projects.
- Ensure the use of safety devices and protective equipment and procedures to minimize the frequency and severity of work-related accidents.

5. Administration

- Maintain a clean, organized, and safe work environment.
- Observe safety and risk management procedures in public areas, work spaces, and in the operation of all equipment and supplies.
- Open and/or close the building.
- Respond to after hour alarm calls.
- Maintain accurate building and maintenance records.
- Maintain an inventory of museum building materials, tools/equipment, machinery, and ordering supplies as needed.
- Assist with other relevant duties as assigned by Museum Manager.

RELATIONSHIPS

- The Building Supervisor must supervise, maintain and encourage positive professional relationships with direct reports.
- Assist the Rentals Supervisor and Exhibit Technician as required.
- Provide a Visitor-centric approach to patrons of the museum, providing exceptional internal/external customer service and engagement.
- Maintain and encourage positive and professional relationships with the public, WDM board members, staff and volunteers.
- Work closely with Museum staff, Corporate Office staff and volunteers as required.

SUPERVISION and MENTORSHIP RESPONSIBILITIES

The Building Supervisor oversees the recruitment and development of facility and grounds maintenance staff including;

- a. Participating in the hiring, training, supervision and evaluation of staff, volunteers, interns and students working in facility and grounds maintenance.
- b. Working with management in addressing performance issues.

EXPECTED OUTCOMES

1. The WDM Saskatoon building, equipment, and grounds are safe, clean and maintained to a high standard.
2. Occupational Health and Safety requirements are maintained and/or exceeded at all times in area of responsibility.
3. The safety and integrity of the collection is maintained through adherence to museum standards.
4. Visitor safety is maintained throughout the Museum and its grounds.

PHYSICAL DEMANDS and WORKING CONDITIONS

While performing the duties of this job, the employee is regularly required to:

- Engage in moderate physical activity including standing, walking, and sitting for extended periods.
- Operate power machinery, power tools and hand tools.
- Use hands to feel and manipulate tools and materials and reach with hands and arms.
- Lift and/or move up to 23 kg (50 lbs.) pounds and occasionally lift and/or move up to 45 kg (100 lbs.) with assistance.
- Comfortable working in an office, museum gallery, grounds and work shop settings.
- Ability to work safely at heights above 8 feet.
- Work in an outdoor environment with exposure to seasonal temperatures, direct sunlight, and insects. Occasional exposure to dust, grain and farm animals.
- Employee Benefits Plan as per WDM Employees' Handbook which includes a 7.5% employer-matched pension plan.
- Health and dental benefits, sick time benefits, long term disability.
- Work schedule is 72 hours in a two-week period (5/4 split) generally from Monday to Friday.
- Working a modified work week may be required and will be scheduled in advance.

On Call: First on the employee call in list for building/security alarms.

KNOWLEDGE / SKILLS

1. Skills, Abilities, and Knowledge

- Demonstrated working knowledge of carpentry, plumbing, electrical, HVAC systems, general workshop procedures, and associated safety practices.
- Ability to read building schematics and follow installation instructions.
- Working knowledge of equipment maintenance.
- Must be comfortable working with a wide variety of hand tools, power tools and workshop equipment.
- Ability to establish and maintain effective working relationships with co-workers, volunteers and work effectively, either independently or as a team member.
- Proven multi-tasking ability with strong problem-solving skills and the ability to plan and prioritize work.
- Ability to communicate effectively both orally and in writing.
- Ability to keep and maintain accurate records.
- Physical condition adequate for accomplishing all responsibilities including; ability to lift between 16 kg (35 lbs) and 23 kg (50 lbs) and move up to 45 kg (100 lbs); and, to negotiate stairs or ladders, awkward spaces, and work safely at heights;
- Proficiency in using computers including Microsoft Office suite and Office365.
- Demonstrated ability to adhere to, implement and enforce the WDM's Health & Safety Policy and Procedures guidelines.
- Proven ability to plan and prioritize workload.
- Reliable transportation to work.

2. Education and Experience

- Fireman Certificate required complete with experience in operation and maintenance of large hot water heating system
- Saskatchewan Class 5 driver's license.
- Certified / licensed in the following: fall protection; operation of scissor lifts / aerial lifts, forklifts, skid steers, tractors and trucks or willingness to obtain certification.
- Experienced forklift and tractor loader operator.
- Proven expertise or work experience with an emphasis on building, grounds and equipment maintenance.
- Certified First Aid / CPR or willingness to obtain certificate.
- Prior experience working in a museum or gallery environment a plus.