

JOB POSTING



Position: Pelee Island Transportation Service (PITS) Shoreside Facilities Supervisor	Location: Kingsville/Leamington
Posting Date: Sep 05, 2023	Posting Closes: Sep 13, 2023
Start Date: ASAP to be determined	Status: Full Time, Permanent
Apply To: careers@ontarioferries.com	Reports To: Director of Southern Services
Salary: \$75,000 - \$95,000 (under review)	Union: No

Pelee Island Transportation Service (PITS) operates the Pelee Islander and Pelee Islander II ferries between Pelee Island and the Mainland from April to December. PITS seeks to fill one PITS Shoreside Facilities Supervisor position. This is a full-time permanent position that will work shoreside in both Kingsville and Leamington on a year round basis.

We offer a comprehensive pay and benefits package including:

- Annual salary in the range of \$75,000 to \$95,000
- Work hours that support a healthy home/work/life balance
- Participation in a company Pension Plan
- Health, dental, vision, short- and long-term disability insurance

The Pelee Island Transportation Service (PITS) Shoreside Facilities Supervisor is responsible for the maintenance and project planning of all shoreside facilities including three terminal buildings, parking lots, ramps, out buildings, grounds, and fleet of vehicles. This position will oversee the dockhands including scheduling and performance management.

Key Responsibilities

- Develop and maintain daily, weekly, monthly, and annual inspections and maintenance schedules and reports for of all shoreside infrastructure.
 - Work with Director of Southern Services to develop and implement capital project plans for all shoreside infrastructure.
 - Oversee capital projects and ensure projects are being carried out to specifications and on schedule.
 - Arranging and negotiating all work orders with contractors. Establishing work estimates, calls for tenders, procurements and the management of subcontracts.
 - Develop and maintain ABS scheduled maintenance program and input data as necessary.
 - Manage the daily work tasks of all dockhands and oversee all dockhand projects.
 - Visit Pelee Terminal weekly for inspections and to designate maintenance projects to Pelee Dockhands
 - Procurement of all supplies for maintenance and inspections of properties including Personal Protective Equipment (PPE)
 - Manage deliveries
-

Other duties as assigned by the position manager.

Qualifications, Experience, Abilities and Conditions

Education and Experience

- Trade certificate in a relevant field (mechanics, construction, electrical, etc.) would be strongly preferred
- Minimum Grade 12 diploma, GED or equivalent
- Minimum of five years of experience in related role such as property maintenance
- Project management experience required
- Experience with Ontario government procurement directives would be an asset
- Valid Ontario class G drivers' licence or equivalent
- Forklift certificate would be an asset

Knowledge and Skills

- Knowledge in the use of various tools
- Knowledge of Microsoft Office suite of products (Excel, Word, Outlook, Teams, etc.)
- Ability to learn asset management software
- Prior supervisory experience would be an asset

Effort – Physical/Sensory Demands

- Ability to lift up to 50lbs
- Must be able to climb stairs
- Must be able to walk and stand for prolonged periods

Working Conditions

- Will be working indoors and outdoors with potential for extreme weather exposure
- Standard office environment

We are committed to the principle of fair representation of individuals from the four designated groups as defined by the Employment Equity Act. We encourage qualified women, indigenous peoples, persons with disabilities and members of visible minorities to apply for our positions.

If accommodations are required in the recruitment process, please inform our Human Resources team who will make every effort to meet your needs.

How to Apply

Please submit your resume and cover letter as **one document** in confidence (indicate “**PITS Fac Sup**” in the subject line) to Human Resources at: careers@ontarioferries.com.

Applications will be reviewed as they are received, and suitable candidates will be contacted at that time. Only those candidates being considered for an interview will be contacted. The posting will close at September 13th, 2023.
