



Maintenance Supervisor

The Essa and District Agricultural Society (EDAS) is actively seeking a Maintenance Supervisor to manage the 100-acre property located at 7505 10th Line, in Thornton Ontario.

Responsibilities Include:

- Maintenance of facilities and properties owned and operated by the EDAS. The objective is to maintain a professional and beautified landscape throughout the event season (May to October). The public uses the facility heavily during the summer season; we are also the home of the annual Barrie Fair in August and expect the property to be visually at its best.
- Maintain all on-site water systems and usage regulations. Ensure all fire safety equipment meets the standards required by federal, provincial and municipal law. Continually keep detailed records and logs on all system related to the facility.
- Lead setup and take down manager for the Barrie Fair, this includes preparing the property and working with exhibitors to ensure the facility to setup and ready for the fair. The Maintenance Supervisor will also provide ongoing facility support during the fair.
- Provide event support as needed, including preparation and take down. This will include weekend work during horse shows or the Barrie Fair. Facility rentals may also require additional assistance during their operation.
- Work with current staff and the board of directors in assessing equipment requirements, service contracts, lease agreements and other user contracts.
- Coordinate the hiring and supervision of seasonal maintenance staff to support EDAS operations. The Maintenance Supervisor must receive final approval from the General Manager prior to sending out any offers of employment. Employment contracts will be created by the Maintenance Supervisor and approved by the General Manager. All wages are subject to General Manager approval. Files and paperwork must be kept for each hired staff (resume, signed contract, wage rate in writing, etc.) All hired staff will require proof of training or undergo training prior to starting their first day of employment with the EDAS. Schedule and manage all seasonal staff on-site.
- Comply with all Ministry training requirements – ensuring all seasonal staff meet/comply with training and workplace safety regulations. This includes managing WHMIS certification and any First Aid Training. Create a

comprehensive incident reporting process and maintain injury documentation. These standards also apply to the Maintenance Supervisor role. Evidence of all safety or compliance certifications are to be provided.

- Prepare Board facility reports on a monthly basis or as required.
- Provide updates and notice of daily/weekly schedule; including notice of any visitors scheduled to arrive at the facility. Workdays will begin at a scheduled, set time, with flexibility during around the Barrie Fair or during events needing increased set-up/take-down time.
- Maintain facility security, alarms and access points for optimum safety and function. The Maintenance Supervisor will be the primary point of contact for any facility operation issues and coordinate with the municipality or authorities as required.

Equipment, Facility & Tools:

- Recommend the purchase of tools, equipment and supplies. A full inventory of tools and equipment currently owned by the EDAS will be taken semi-annually for record keeping and general maintenance. A monthly report will be provided with updates on new purchases as well as broken/discarded tools.
- Purchase (upon approval) and maintenance of tools for the facility. A full report of all purchases, including receipts, must be submitted on a monthly basis.

Remuneration:

The Maintenance Supervisor will be paid at an hourly rate ranging from \$22.00 to \$26.00 per hour, based on experience. They will have access to the EDAS sponsored vehicle for any projects concerning EDAS business, it is expected that while on site they will use this company vehicle for all business related trips to and from the facility. A personal vehicle is ONLY to be used under special circumstances when the sponsored vehicle is not available. In special cases when a personal vehicle is required for travel, the rate of \$0.45 per KM will apply. Any use outside of these work related parameters will not qualify for gas expense reimbursement.

Vacation:

Vacation pay will be deducted from each pay period per statutory regulations and used for time off. Vacation pay is calculated following provincial guidelines and paid out when time is taken. All vacation is the scheduled at least 6 months in advance.