



POSITION TITLE:	Operations & Maintenance Supervisor
REVISION DATE:	March 2026
REPORTS TO:	Operations & Maintenance Coordinator
DIRECT REPORTS:	Team lead for day-to-day supervision of Ice Technicians and Ticketed Operators.
POSITION SUMMARY:	Responsible for the day-to day maintenance activities at the Sportsplex, including assigning tasks for building operations and maintenance, ice plant/refrigeration, building automation, HVAC, electrical, security, fire suppression. This role provides guidance and direction on a day-to-day basis for a team of Ice Technicians and Ticketed Operators.

TASK NO.	DESCRIPTION
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Position Descriptions are intended to provide an outline of the general areas of responsibility and duties associated with a given position. Position descriptions are not intended to capture the full breadth of tasks and/or assignments an employee may be directed to complete at any given time. The MEH reserves the sole and unfettered right to make changes to this position description, as required by the organization, without impact upon the employment relationship.

JOB DUTIES & RESPONSIBILITIES

1. Facility Maintenance & Safety Operations (70%)

- 1.1. **Maintenance & Plant Operations** -Responsible for assigning daily maintenance tasks to the team to ensure safe operation of the facility. This includes installation and maintenance of ice surfaces, maintenance of the field house, monitoring preventative maintenance software, and actioning building maintenance requests .
- 1.2. **Building Systems** - Conduct or ensure team is conducting regular checks of building automation systems for refrigeration plant, mechanical, and other building systems (Security, Fire, Lighting, etc.). Ensure documentation is being maintained.
- 1.3. **Systems Monitoring & Preventative Maintenance** - Monitor or ensure team is monitoring and troubleshooting building automation systems, including electrical, heat and ventilation-related systems. Assign tasks to ensure proper maintenance is conducted, and repairs are coordinated.
- 1.4. **Contractor Management** - Coordinate building maintenance-related activities that require external contractors such as refrigeration, plumbing, electrical, HVAC and elevator maintenance technicians.
- 1.5. **Emergency Preparedness** - In the case of weather emergency or other conditions, assign tasks and guidance to the team based on the Emergency Preparedness Plan, and support the Operations & Maintenance Coordinator with any tasks as necessary.
- 1.6. **Occupational Health & Safety** - Adhere to the Technical Safety Act and Power Engineer Regulations of Nova Scotia. Ensure team members are completing appropriate documentation for hazard assessments, are trained on, and are following safe work procedures and other standard operating procedures.

1.7. **On Call** - Prepared to be on-call after hours for unanticipated maintenance and/or security requirements, as well as during evening and weekend events and activities.

1.8. **Perform Maintenance Duties** - Perform maintenance tasks and assist facilities operations team with daily maintenance activities required for facility operations.

2. Team Lead Responsibilities (20%)

2.1. **Day-to-day team lead** - Assign tasks to the team on a daily basis, and provide guidance as needed to ensure smooth facility operations including ice surface and artificial turf configuration.

2.2. **Workplace Environment** - Promote a positive and productive work environment for all staff. Ensure teamwork exists through collaboration and consultation, not only within the department, but with other departments in the Municipality.

3. Other (10%)

3.1. **Documentation** - Ensure inspections, log sheets, preventative maintenance, and required safety inspections/checks are documented and maintained on file.

3.2. **Inventory** - Ensure an accurate inventory of tools, chemicals, and other necessary supplies is maintained.

3.3. **Budget Input** - Provide input as requested during the development of operating and capital budgets.

REQUIRED QUALIFICATIONS AND TRAINING

Education and Experience

- High school diploma or equivalent plus a one (1) year certificate in a related field such as mechanical, facilities management, building systems or electronics.
- Valid NS Department of Labour 2nd Class Refrigeration License or willing to obtain.
- Relevant technical experience in ice plant operations.
- Knowledge of ammonia refrigeration systems.
- Experience operating automated or computerized control systems.
- Arena Operator Level 1 or willingness to obtain.
- Experience in building maintenance, heating, ventilations or air conditioning (HVAC) is considered an asset.
- Related OH&S courses such as WHMIS, First Aid, Confined Space Entry and Fall Protection is preferred.
- Must be able to obtain RCMP security clearance.
- An equivalent combination of education and experience will be given consideration.

Knowledge, Skills, Abilities

- Basic skills in Microsoft Office Suite
- Must be mechanically inclined and able to operate equipment such as a Zamboni.
- Must be a self-starter in order to determine priorities and to be able to work alone.
- Must be physically able to lift 30 lbs. and work outside under extreme weather conditions.
- Must have a valid Class V driver's license.
- Physical ability to perform duties, climb ladders and work at heights or in confined spaces.

Working Environment

- The workload of this position is frequently unpredictable with urgent maintenance priorities and will require some overtime outside of office hours on an unpredictable, without notice basis. This position works on-call on a rotational schedule for emergency maintenance as required.
- This position works in a busy sports and events facility, noise and crowds are a common occurrence.

I hereby certify, to the best of my knowledge, the information provided regarding this job description is complete and factual, and accurately describes the work performed.

<i>Employee's Signature</i>	<i>Employee's Name (print)</i>	<i>Date:</i>
<i>Supervisor's Signature</i>	<i>Supervisor's Name (print)</i>	<i>Date:</i>
<i>Director's Signature</i>	<i>Director's Name (print)</i>	<i>Date:</i>
<i>CAO's Signature</i>	<i>CAO's Name (print)</i>	<i>Date:</i>