

Building Services Supervisor

Established in 1959, Canada's National Ballet School (NBS) is one of the world's foremost training institutions for aspiring dancers and teachers. Attracting students from across the country and around the world, NBS is the only ballet academy in North America to provide elite dance training, academic instruction and residential care on the same campus. The School's progressive curriculum, with its emphasis on the physical and emotional well-being of the student, has put NBS at the forefront of dance training internationally. Making dance relevant to all persons through its philosophy of 'sharing dance' sees NBS engaging a diverse mix of participants, from school children to people living with Parkinson's Disease, in both on and off-site classes. Please visit www.nbs-enb.ca for more information.

Located in downtown Toronto, NBS is currently inviting applications for the full-time position of:

BUILDING SERVICES SUPERVISOR

Under the direction of the Director of Facilities, the Building Services Supervisor oversees the day to day operations of the School's facilities, ensuring maintenance of the physical building, cleaning of the facilities and event set-ups. For a summary of the School's facilities please visit: <https://www.nbs-enb.ca/en/about-nbs/facilities>

Major Duties and Responsibilities:

- Able to give hands-on demonstration and provide direction to maintenance staff in the performance of building trade skills (finish carpentry, dry walling, painting, plumbing etc.)
- Able to troubleshoot and provide solutions for maintenance issues involving structural, plumbing, equipment repairs and minor electrical
- Using a computerized work order system, prioritizes and assigns tasks
- Utilizing a positive supervisory approach, ensures staff have the required trade skill and safety training to accomplish their tasks effectively and in compliance with all Health and Safety regulations
- Responsible for purchasing supplies and maintaining inventories at a suitable level and assisting the Director of Facilities in the preparation of the operating budget as it pertains to Building Services expenses
- Assists with the management of contractors, including elevator, housekeeping, pest control, waste disposal and grounds maintenance

Requirements:

- Excellent knowledge in the maintenance and upkeep of the physical property, supported by a background of hands-on skills and experience in multiple trades and construction techniques
- 8+ yrs. hands-on building maintenance experience, 5+ yrs. at a supervisory level
- Positive leadership and supervisory skills, including excellent communication skills – both written and oral
- Excellent organizational, planning and problem solving skills with attention to detail and accuracy
- Proficient with MS Office (Outlook, Excel, Word, PowerPoint)

Assets:

- JHSC Level 1 Certification, CPR & First Aid, WHMIS 2015
- Knowledge of Fire and Building Code and other relevant regulations
- Operation of a swimming pool

Successful candidates must supply Canada's National Ballet School with a Police Reference Check in accordance with the School's Child Abuse/Sexual Abuse Prevention Policy; this will be coordinated through the Human Resources Department of NBS.

Qualified applicants should direct applications, including resume and cover letter, **with salary expectations**, to careers@nbs-enb.ca, by **January 3, 2021*** and include **"Building Services Supervisor 2021"** in the subject line of your email.

* Consideration of applications will begin **immediately** and continue until the position is filled.

Anti-Oppression/Anti-Racism at NBS: NBS is committed to having a workforce that is reflective of the diversity of the City of Toronto and strongly encourages application from all qualified individuals, especially those who can provide different perspectives and contribute to a further diversification of ideas.

NBS thanks all candidates for their interest; however, only those selected for interviews will be contacted.

NBS is committed to providing accessible employment practices, in compliance with the AODA. Requests for accommodation can be made at any stage of the recruitment process, applicants are asked to make their needs/requirements known.