



PICKERING SOCCER CLUB
1975 Clements Road
Pickering Ontario L1W 4C2
Tele: 905.831.9803 Website: www.pickeringssoccer.ca

The Pickering Soccer Club is a volunteer directed and driven, professionally managed soccer club, providing high-quality soccer programs year-round to almost 4500+ children, youth and adult athletes in the City of Pickering. Operating in the Durham Region since 1984, the Club delivers developmentally appropriate recreational and competitive soccer programs utilizing the skills and commitment of hundreds of volunteers supported by a dedicated professional staff. The club operates an indoor soccer facility, outdoor turf field and forty five grass playing fields. We are an equal opportunity employer.

POSITION: Facility Supervisor (1)

STATUS: Full time, Part Time or Seasonal

Full time positions are salaried positions, with a salary depending on qualifications, and include health plan benefits, and two weeks' vacation.

Part time and seasonal positions are paid hourly at an hourly rate depending on qualifications.

Working Environment:

The role of the Facility Supervisor requires you to have the flexibility to work daytime, evenings and weekends alternating shifts with other Supervisory staff as scheduled.

Reporting to the Executive Director, Facility Supervisors are responsible for the physical condition of all Pickering Soccer Club facilities, and work with and direct maintenance staff to make sure our indoor and outdoor facilities are neat, clean, free from clutter, in good repair and safe for staff and user groups.

Regular daily duties include performing those assigned to our maintenance staff, while guiding the staff in adhering to their duties and scheduled tasks you assign in a timely fashion. You will be responsible for daily and weekly logs and reports while on duty which include but are not limited to mechanical, health and safety, special incidents, cleaning schedules, HVAC and inflation systems and weather conditions.

- **Interpersonal Skills:** with great initiative and energy you will be working with a team of other administrative and facility staff assisting and preparing for our user groups renting space in our facilities. Being friendly and pleasant will help you in your job.
- **Mechanical Skills:** Supervisory staff need to review and understand chemical cleaner's MSDS information and learn and understand how to work industrial equipment, including Turf groomers, industrial floor washers, and fix small building problems, like leaky faucets or faulty light switches. Supervisors are tasked with paying particular attention to oversight of Inflation systems, HVAC systems, AV and IT systems.
- **Strength and Stamina:** You will need to lift heavy objects and spend most of your time on your feet.

Qualifications and Skills:

- A comprehensive understanding of building operations, general building maintenance and health safety guidelines and requirements an asset
- Post-Secondary education in property management or building operations is preferred



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- At least 2 years' experience in similar role with an emphasis on building operations and health safety is preferred
- Experience in working with volunteer, non-profit and profit sporting organizations
- Strong knowledge of janitorial duties and responsibilities
- Strong interpersonal skills with a customer service focus with the ability to work well with colleagues
- Self-starter able to work independently with great initiative and energy. Proven excellence in work habits and ability to work with minimal supervision
- Ability to work flexible hours, evenings and weekends
- Hold a valid First aid certificate
- Hold a valid driver's license
- Post-Secondary School Graduates or College or University students currently enrolled in business administration, sports management or related field, an asset
- Candidate must have excellent verbal and written communication skills
- Candidate must be bondable and submit a police check
- Proficient in MS Office programs including but not limited to MS Word, Excel; PowerPoint an asset
- Experience and knowledge of soccer would be preferable
- References required

Note: This job description indicates the general nature and level of work expected of the candidate. It is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the candidate. The successful candidate may be asked to perform other duties which may be assigned from time to time.

Application Deadline: midnight September 6, 2019 - Start Date: TBD

Submit your cover letter indicating salary expectations, resume and references in confidence to:

Attention: J. Roccasalva
Pickering Soccer Club
1975 Clements Road
Pickering, Ontario L1W 4C2

By email to: pscsr@pickeringsoccer.ca

By fax to: (905) 239-0067

We thank all applicants for their interest, but only those applicants who will be selected for an interview will be contacted.