Posting #2026-30
Issued: November 2, 2026
Internal & External

EMPLOYMENT OPPORTUNITY – CORPORATION OF THE TOWN OF HANOVER
POSTING #2026-30 CIVIC FACILITIES MAINTENANCE SUPERVISOR (Perm, Full-Time)

The Town of Hanover is recruiting an experienced, service-oriented Civic Facilities Maintenance Supervisor to oversee the operation, maintenance, and safety of key municipal facilities. This hands-on leadership role is responsible for ensuring safe, reliable, and welcoming spaces for staff, tenants, user groups, and the community, while overseeing facility maintenance programs, building systems, and a dedicated custodial team.

Position Summary

The Civic Facilities Maintenance Supervisor oversees and coordinates the preventative and ongoing maintenance of the Civic Centre and other designated civic facilities. The Civic Facilities Maintenance Supervisor ensures the efficient and compliant mechanical operations of applicable municipal facilities and building systems, including security, electrical, heating, cooling, energy management, fire suppression, and security systems. This position provides direct supervision to the Civic Facilities Custodial/Security team and works closely with Civic Theatre staff and facility user groups and rental contacts.

A comprehensive position description detailing the role, responsibilities and functions is enclosed.

This full-time, permanent, non-union position is being posted to fill an upcoming vacancy.

Knowledge, Skills, Experience & Certifications

- Minimum three (3) years' experience in a large building maintenance environment
- Minimum three (3) years' experience in a supervisory role required
- Ontario Secondary School Diploma or equivalent is required
- Trade certification and/or post-secondary education in facility maintenance or related field is an asset
- Strong knowledge of building maintenance, various HVAC systems and health and safety regulations
- Well-defined sense of diplomacy with strong communication (written, oral and interpersonal), public relations and customer service skills
- Proficient time-management and organizational skills with ability to respond and adapt quickly in a dynamic, fast-paced environment
- Political acuity with effective ability to build credibility and develop meaningful relationships internally and externally
- Ability to effectively lead, coach, and motivate a staff team
- Ability to meet deadlines, function well under pressure, and respond to frequently changing demands and priorities
- Computer proficiency, including MS Office and Adobe Acrobat, with ability to learn new programs; experience with databases such as work order programs, and financial software is an asset
- Willing and able to act as 24/7 emergency contact for civic facilities

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- Valid Class G or higher driver's license required, with driver abstract and CVOR satisfactory to the Town
- Vulnerable Sector Check yielding results satisfactory to the Town

Compensation and Benefits
The Town of Hanover offers a comprehensive compensation, pension, benefits and wellness package. Anticipated salary range is $71,380.40 to $82,992.00 based on a 35 hour work week.

Application Instructions
Qualified applicants are invited to submit a cover letter and resume quoting Posting #2026-30 by email, mail, or in person by 4:00pm on Monday, November 16th, 2026 to:

Town of Hanover
341 10th Street, Hanover ON N4N 1P5
t 519.364.2780 | f 519.364.6456
hr@hanover.ca

The Town of Hanover is an equal opportunity employer that values diversity and inclusion. Accommodations are available throughout the recruitment process. Applicants must self-identify and make their accessibility needs known in advance. We thank all applicants for their interest; however, only those individuals selected for an interview will be contacted. Artificial intelligence (AI) is not used to screen candidates. Information is collected solely for the purpose of job selection under the provisions of the Municipal Freedom of Information and Protection of Privacy Act.

Hanover
Ontario, Canada

Job Description

Prepared: November 2018
Reviewed: January 2026
Reviewed By: Director of Parks, Recreation & Culture

Position Title:	Civic Facilities Maintenance Supervisor	
Department:	Parks, Recreation & Culture	
Reports To:	Manager of Parks, Recreation & Civic Facilities	
Supervises:	Directly:	Custodial/Security Staff Community Living Partners Contractors, as required
	Indirectly:	None
Position Status:	Full-time	
Location:	Civic Centre, 341 10th Street	
Pay Method:	Salary based on established hourly rate	
Normal Work Week:	35 hours per week	
Management Status:	Management; supervisory	
Remote Work Eligibility:	Rare	

Position Summary

The Civic Facilities Maintenance Supervisor oversees and coordinates the preventative and ongoing maintenance of the Civic Centre and other designated civic facilities. The Civic Facilities Maintenance Supervisor ensures the efficient and compliant mechanical operations of applicable municipal facilities and building systems, including security, electrical, heating, cooling, energy management, fire suppression, and security systems. This position provides direct supervision to the Civic Facilities Custodial/Security team and works closely with Civic Theatre staff and facility user groups and rental contacts.

Duties and Responsibilities

Operations

a) Oversees and coordinates effective and efficient maintenance programs for building systems for all applicable civic facilities, including recommending and monitoring service agreement contracts for boilers, heat recovery units, heat recovery ventilators, rooftop unit systems, elevators, chillers, generators, renovations, etc.

b) Oversees and liaises with contracted personnel and services in the successful and compliant execution of service agreements, including obtaining quotes for both the municipality and facility tenants.

c) Monitors, evaluates and reports on the status of civic facility maintenance programs and services and makes recommendations to improve effectiveness and efficiency.

d) Maintains the Energy Management Systems for applicable facilities.

e) Implements and maintains the fire safety plan for the Civic Centre building, including direct completion and/or coordination of inspections of all AED's, fire suppression systems and equipment, arranging and facilitating fire drills, acting as Chief Fire Warden, and carrying a mobile phone for 24/7 emergency contact purposes.

f) Performs minor general maintenance for items including boilers, heating and cooling systems, lighting, and bathrooms. Completes minor electrical, mechanical, plumbing, and/or building repairs.

g) Maintains, services, tests and documents the emergency generator at the Civic Centre, 14th Street Water Tower, Fire Hall and Police Station.

h) Coordinates the seasonal outdoor maintenance program for lawn, shrubs and flower beds, lawn sprinkler systems, weed control, snow and ice removal, and lot sweeping as required for applicable facilities.

i) Responds to the needs and inquiries of staff, facility tenants and rental groups.

j) Maintains effective relationships and professionally represents the corporation in dealings with both internal and external stakeholders and contacts.

k) Monitors applicable facility and tenant hours of operation, civic facility bookings, locum doctor apartment schedules, etc. to schedule staff and coordinate setup, takedown, security, and cleaning functions accordingly.

l) Ensures all equipment and facilities are effectively maintained in preparation for regular operations and emergency situations. Maintains and views surveillance cameras and perimeter lighting, and provides documentation required for related activities for applicable facilities.

m) Monitors groups and/or individuals renting or using the theatre, meetings rooms etc., Monitors public washrooms, halls and elevator for loitering.

n) Maintains and monitors theatre equipment and performs and/or coordinates theatre-related maintenance.

o) Supports the Parks, Recreation and Culture department with operational and capital projects, including project coordination, research, reporting and implementation as assigned.

p) Performs administrative tasks including scheduling, safety data sheet administration, creating and updating maintenance plans, policies, procedures, and maintaining facility-related documentation.

q) Maintains storage area, monitors and orders supplies for civic facilities and tenants.

r) Rotates confidential documents in main and archive vaults.

s) Performs occasional custodial services as required.

Human Resources

a) Effectively leads, supervises, and coaches direct and indirect reports to ensure the effective delivery of department services, including hiring, onboarding, training, performance management, professional development, and fostering a positive and productive working environment. Ensures ensure all staff are trained and certified to properly perform their duties.

b) Ensures accurate employee information provided to payroll, including hours of work.

c) Interacts and deals effectively and courteously with all levels of staff, other levels of government, contractors, and/or consultants, community groups/stakeholders, volunteers, and the public to build co-operative and collaborative working relationships and internal and external alliances.

Spending, Budgets & Internal Control

a) Works in cooperation with the Manager of Parks, Recreation & Civic Facilities, and Director of Parks, Recreation & Culture to prepare the operating and capital budgets for the department and sources quotes for renovations and repairs.

b) Provides input, direction and selection for equipment and materials acquisition and facility renovation, revitalization, decommissioning and development.

c) Purchases items or resources within approved spending authority, in adherence to municipal purchasing policy.

d) Ensures all department functions are carried out in accordance with applicable legislation, policies, and procedures.

e) Maintains accurate records of maintenance activities, including repairs, inspections, and preventive maintenance.

Health & Safety

a) Conducts all functions and responsibilities in accordance with Occupational Health & Safety Act (OHSA) requirements as they apply to managers, supervisors, and employees. Monitors, implements, enforces, and abides by all legislative provisions and municipal policies, procedures and guidelines to promote a safe and compliant work environment.

Other

a) May be required to work evenings and weekends and is on call as required.

b) Performs all other duties and responsibilities as assigned.

Education, Skills and Experience

Education/Training/Certifications/Licences:

- Ontario Secondary School Diploma or equivalent is required
- Trade certification and/or post-secondary education in facility maintenance or related field is an asset
- Valid Class G or higher driver's license with driver abstract and CVOR satisfactory to the Town of Hanover
- Criminal Record, Judicial Matters and Vulnerable Sector Check satisfactory to the Town of Hanover
- Certifications including first aid, working at heights, elevated work platforms, etc. are assets

Experience:

- Minimum three (3) years' experience in a large building maintenance environment
- Minimum three (3) years' experience in a supervisory role required

Skills and Abilities:

- Strong knowledge of building maintenance, various HVAC systems and health and safety regulations
- Well-defined sense of diplomacy with strong communication (written, oral and interpersonal), public relations and customer service skills
- Proficient time-management and organizational skills with ability to respond and adapt quickly in a dynamic, fast-paced environment
- Political acuity with effective ability to build credibility and develop meaningful relationships internally and externally
- Ability to effectively lead, coach, and motivate a staff team
- Ability to meet deadlines, function well under pressure, and respond to frequently changing demands and priorities
- Computer proficiency, including MS Office and Adobe Acrobat, with ability to learn new programs; experience with databases such as work order programs, and financial software is an asset
- Willing and able to act as 24/7 emergency contact for civic facilities

Physical Demands and Working Conditions

- Work is typically performed in a standard office setting with requirement to have a regular presence in facility mechanical areas and outdoors spaces as required. Regular driving is required.
- Frequently exposed to inclement weather or hazardous working environments such as odors, chemicals, human waste etc.
- Some heavy lifting of tables, chairs and equipment up to 10lbs on a regular basis and daily walking and climbing.
- Required to perform computer work on a daily basis.
- Incumbent is required to deal with complaints from civic facilities tenants and the public on a daily basis and on occasion must deal with people who are very irate.
- Work is subject to frequent demands and shifting priorities.
- May be required to work overtime and/or unusual hours to respond to emergency situations in a timely manner.

Contacts

Internal:	Manager of Parks, Recreation & Civic Facilities Custodial/Security Staff Director of Parks, Recreation & Culture Administration Staff Fire Chief Public Works Staff Police Chief Parks & Recreation Staff
External:	General Public Suppliers and Contractors Civic Facilities Tenants and user groups
Public Relations:	None

Review

Department Head:		**Date:**
Human Resources:		**Date:**

Approval

CAO:		**Date:**