

Employment Opportunity

Facility Supervisor (Full-time/Permanent) Replacement

The City of Summerside is seeking a dynamic and organized Facility Supervisor. Reporting directly to the Operations Manager of Parks, Recreation and Active Living, the successful candidate will oversee the day-to-day operations of Summerside's premier recreational hubs, managing both facility performance and personnel.

The Facility Supervisor works in close conjunction with the City's Facilities Manager to execute maintenance, janitorial requirements, and capital projects, establishing shift work orders that elevate daily Standard Operating Procedures (SOPs).

Reporting to: Operations Manager of Parks, Recreation and Active Living

Key Responsibilities:

- Oversee daily operations of Credit Union Place, Summerside Dome, Summerside Ballparks, the Curling Club, and the Marina.
- Supervise unionized staff (CUPE Local 804), including full-time, seasonal, and casual employees, by managing recruitment, weekly scheduling, and daily work orders.
- Working closely with the City's Communications and Events department, Coordinate event logistics, including the management of the event crew for Summerside Western Capitals hockey games and major community events (e.g., Canada Day, concerts, Hockey Fest, Remembrance Day).
- Manage administrative workflows, including processing weekly payroll, approving vacation/sick leave, and coding invoices and corporate credit card receipts.
- Ensure the maintenance of facility standards by inspecting janitorial needs across all sites, managing supply inventories, and coordinating emergency workflows like winter snow removal at the Credit Union Place Dome.
- Support preventative maintenance by assisting the Facilities Manager with light repairs, contractor communications, and building monitoring systems (PLC arena plant, building automation, security, and access control).
- Manage fleet asset care for specialized facility equipment, e.g. CUP Zambonis, corporate vehicles, ballpark tractors, and turf equipment.
- Perform other related duties as assigned.

Qualifications and Competencies:

- Minimum of two (2) years of supervisory or management experience. Experience in a recreation facility environment is considered a strong asset.



- High school diploma or equivalent required. Relevant post-secondary education is considered an asset.
- Excellent oral and written communication skills; bilingualism (English/French) is an asset.
- Exceptional organizational, multitasking, and problem-solving skills with a keen eye for cleanliness and operational excellence.
- Willingness and availability to work evenings, weekends, and holidays to support major events.
- Ability to provide a clean Driver's abstract and Criminal Record Check.
- Proven experience managing or working within operational budgets is considered an asset.

What We Offer:

- Comprehensive employer-paid medical and dental coverage
- Access to 24/7/365 virtual care via the medical provider
- Employer-paid Employee Assistance Program (EAP/EFAP)
- Pension plan
- Three (3) weeks of vacation to start
- A supportive, welcoming work environment in a thriving community

Hours: 40 hours per week (flexibility required for events).

Salary Range: \$85,984 - \$92,233 annually

How to Apply:

Submit a confidential cover letter and resume outlining your qualifications and interest in the position. Please include "Facility Supervisor" in the subject line of your email.

 **Email:** jobs@summerside.ca

 **Deadline to apply:** October 30th, 2026 by 12:00pm

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

The City of Summerside is committed to creating an inclusive, respectful, and accessible workplace for all employees.