

EMPLOYMENT OPPORTUNITY

Manager of Arenas and Facility Operations

POSTING No: #2018-34

POSTING DATE: NOVEMBER 9, 2018

POSTING EXPIRY DATE: NOVEMBER 30, 2018

Strathcona Regional District (SRD) is currently recruiting for a Manager of Arenas and Facility Operations. Reporting to the Facility Manager, the Manager of Arenas and Facility Operations is responsible for planning, coordinating and directing Strathcona Gardens Recreation Complex maintenance and operations including; the refrigeration plant operations, energy savings programs, ice production and flooding, arena programming, concession operation, and developing and monitoring departmental operating budgets and capital plans. The position oversees the planning and scheduling of maintenance, custodial, ice program and concession staff. In meeting the needs and interests of the community this role works closely with facility user groups, organizations and the general public.

REQUIRED EDUCATION & EXPERIENCE (or equivalent combination)

- Completion of a diploma from a recognized post-secondary institution in Building Operations, Facility Management or other relevant education
- A minimum (5) years of previous facility operations management/supervisory experience in a unionized environment in a highly dynamic and diverse multi-purpose facility

REQUIRED LICENCES, CERTIFICATES AND REGISTRATIONS

- BC Refrigeration Operator Certificate – (previously 5th Class Power Engineering Certificate) or better
- Pool Operators Level II Certificate
- BC Drivers' License – Class 5
- Current Standard First Aid and CPR with AED Certification

We offer a competitive salary commensurate with qualifications and experience supplemented by a comprehensive benefit package. Qualified candidates are invited to submit a cover letter and resume quoting posting **#2018-34 Manager of Arenas and Facility Operations** to corporate@srd.ca by 4:00 pm Friday, November 30, 2018.



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MANAGER OF ARENAS AND FACILITY OPERATIONS

JOB SUMMARY

Reporting to the Facility Manager, the Manager of Arenas and Facility Operations is responsible for planning, coordinating and directing Strathcona Gardens Recreation Complex maintenance and operations including; the refrigeration plant operations, energy savings programs, ice production and flooding, arena programming, concession operation, and developing and monitoring departmental operating budgets and capital plans. The position oversees the planning and scheduling of maintenance, custodial, ice program and concession staff. In meeting the needs and interests of the community this role works closely with facility user groups, organizations and the general public.

MAJOR DUTIES AND RESPONSIBILITIES

- Plans, schedules and directs the short-term and long-term maintenance and repair of facility buildings, machinery and equipment (including electrical and mechanical systems) ensuring that preventative maintenance programs are established, maintained and evaluated.
- Maintains up-to-date knowledge of industry trends, applicable bylaws, regulations and building codes.
- Responsible for reducing the consumption of energy and water in the facility based on the SRD's corporate climate change plan.
- Oversees the planning and implementation of the facility asset management plan. Plans and develops strategies for the most effective use of available capital resources. Prepares detailed lists of work required, determines which projects can be completed by operational staff, prepares contracts and tender documents, analyzes and submits recommendations on bids from contractors, schedules the work, coordinates the work with other managers and facility staff, and completes all contract administration records.
- Oversees the development of policies and procedures related to plant operation, building and grounds maintenance and other defined areas of responsibility ensuring compliance with other Strathcona Regional District policies, bylaws and the Worker's Compensation Act and OHS regulations. Participates as employer representative and co-chair on Strathcona Gardens Occupational Health and Safety Committee.
- Ensures the safe working condition, maintenance and inventory of the equipment, tools and vehicles assigned to the facility for operations and maintenance purposes.
- Provides support, advice and recommendations to the Facility Manager and the Manager of Aquatics and Administration on a variety of maintenance, operation, program and customer service requirements.
- Provides leadership and direction to unionized supervisors and carries out all management duties related to staffing from hiring through to performance management, attendance management, training, professional development and progressive discipline.
- Performs a variety of administrative tasks including the preparation and monitoring of assigned budgets.
- Prepares reports and delivers presentations on facility maintenance, operations and programs for consideration by various stakeholders including the Strathcona Gardens Commission and the Strathcona Regional District Board.



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- Develops and maintains productive working relationships with other managers, staff, patrons and various user groups and ensures the delivery of exceptional customer service.
- Responds and trouble shoots on non-routine issues (e.g. staffing, equipment failure, alarms, etc.) during or outside regular working hours.
- Performs other related duties as directed by the Facility Manager.

REQUIRED EDUCATION AND EXPERIENCE (or equivalent combination)

- Completion of a diploma from a recognized post secondary institution in Building Operations, Facility Management or other relevant education.
- A minimum (5) years of previous facility operations management/supervisory experience in a unionized environment in a highly dynamic and diverse multi-purpose facility

PREFERRED EDUCATION AND EXPERIENCE

- Local government experience and/or courses
- Training in emergency management
- Project management courses or certification

REQUIRED LICENCES, CERTIFICATES AND REGISTRATIONS

- BC Refrigeration Operator Certificate – 5th Class Refrigeration or better
- Pool Operators Level II Certificate
- BC Driver's Licence – Class 5
- Standard First Aid and CPR with AED Certification

KNOWLEDGE, SKILLS AND ABILITIES

- Thorough knowledge of refrigeration, hydraulic, HVAC and pool water filtration and circulation systems
- Thorough knowledge of quality control and inspection methods and procedures
- Thorough knowledge of safety requirements and emergency procedures applicable to hazardous materials
- Thorough knowledge of laws and regulations related to the operation of a recreation facility
- Strong working knowledge of electrical, mechanical, structural systems, building construction methods, operations and functions
- Strong working knowledge of the Workers Compensation Act and the Occupational Health and Safety Regulation
- Strong working knowledge of WHMIS
- Ability to provide leadership and technical assistance to staff and community organizations
- Ability to prepare and administer budgets and prepare, interpret and manage multiple projects and deadlines
- Ability to read and understand blueprints, plans, diagrams and/or schematics
- Ability to exercise considerable independent judgment and action in the performance of duties



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- Ability to determine and resolve work problems or assist staff in resolving work problems
- Ability to establish and maintain cooperative relations with representatives and officials of municipal, regional, provincial and federal agencies, community groups, user groups and public and private agencies
- Proven experience in the coordination and planning of capital projects
- Excellent writing skills including the ability to write concise and technically complex reports
- Effective verbal communication and presentation skills
- Strong organizational skills including the ability to maintain accurate records
- Proficient with Microsoft Office Suite
- Familiarity with Microsoft Project software considered an asset.

SIGNATURE

I have read and understand this job description:

Employee's Name

Employee's Signature

Date