

EMPLOYMENT OPPORTUNITY

MANAGER, FACILITY OPERATIONS

POSTING NO: 2022-21

POSTING DATE: May 12, 2022

POSTING EXPIRY DATE: June 9, 2022 at 4:00 p.m.

Strathcona Regional District has an opening for a full-time Manager, Facility Operations. Reporting to the Senior Manager, Strathcona Gardens, the Manager, Facility Operations is responsible for the management of the maintenance and custodial departments of Strathcona Gardens Recreation Complex (SGRC). The Manager, Facility Operations manages staffing and budgets in the areas of responsibility and develops and maintains strong relationships with all stakeholder groups to operate and maintain the buildings, grounds and equipment at Strathcona Gardens Recreation Complex.

REQUIRED EDUCATION AND EXPERIENCE (or equivalent combination)

- Undergraduate degree in facilities or operations management or other related discipline; or Red Seal trade certification supplemented by training in operations management.
- Additional training or education in coaching, business administration, financial management, local government administration, emergency planning are all highly desirable.
- Five to seven years of progressive experience in a leadership role in a recreation facility.
- Some experience working in a public sector environment.
- Considerable experience supervising people in a unionized environment.

REQUIRED LICENCES, CERTIFICATES AND REGISTRATIONS

- Class 5 BC driver's license
- Refrigeration Safety Awareness certificate

The position is full-time, 35 hours a week with an annual salary range from \$91,884 to \$105,681 and a generous benefit package including a defined benefit pension plan.

HOW TO APPLY

Please forward your cover letter, resume and copies of your certificates to hr@srd.ca quoting "Posting 2022-21 Manager, Facility Operations" in the subject line of your application.



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www.srd.ca



Job description
May 12, 2022

Manager, Facility Operations

JOB SUMMARY

Reporting to the Senior Manager, Strathcona Gardens, the Manager, Facility Operations is responsible for the management of the maintenance and custodial departments of Strathcona Gardens Recreation Complex (SGRC). The Manager, Facility Operations manages staffing and budgets in the areas of responsibility and develops and maintains strong relationships with all stakeholder groups to operate and maintain the buildings, grounds and equipment at Strathcona Gardens Recreation Complex.

MAJOR DUTIES AND RESPONSIBILITIES:

- Supports the Senior Manager, Strathcona Gardens by conducting research on the emerging interests in the community that align with recreation and leisure services.
- Develops and recommends both short term and long term plans to operate and maintain the facility for providing recreation and leisure services.
- Ensures compliance with all bylaws, resolutions and policies of the Commission and Board; and all applicable regulations and enactments in regard to public and employee safety and the environment in relation to SGRC.
- Analyzes existing and potential risks to SGRC from both a safety and an environmental perspective, and communicates this information to the Senior Manager, Strathcona Gardens in a regular and timely manner.
- Provides leadership and direction to unionized staff including the recruiting and onboarding of new employees, ongoing engagement of staff, oversight of training initiatives, assignment of work to staff, coaching of staff, and management of attendance and performance including the use of progressive discipline when required. Receives grievances and responds to employees as per the grievance procedure in the collective agreement.
- In collaboration with the Senior Manager, Strathcona Gardens, prepares the operating budgets for the annual five year financial plan for operations (facility maintenance and custodial services) ensuring that all components are completed on time and with sufficient detail to support operational decision making. Ensures that new business requirements are developed in detailed business plans.
- Works closely with the SGRC management team and provides input on the development of a long range capital plan to replace aging infrastructure as well as to add new infrastructure in response to changing community needs.
- Ensures that all departmental spending in the areas of maintenance and custodial services stays within approved budgets and ensures that variances to plan are reported and acted on as soon as they are known.
- Builds effective relationships with all SGRC stakeholders including SRD staff, contractors, the general public, elected officials, other local governments, regulating agencies, industry associations and community groups in order to accomplish shared objectives, resolve critical issues and remain current with developments that could impact the SRD.
- Works closely with the Strathcona Gardens management team to ensure that appropriate staffing levels are maintained for all programming and events.



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- Five to seven years of progressive experience in a leadership role in a recreation facility.
- Some experience working in a public sector environment.
- Considerable experience supervising people in a unionized environment.

REQUIRED LICENCES, CERTIFICATES AND REGISTRATIONS

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- Refrigeration Safety Awareness certificate

PREFERRED LICENCES, CERTIFICATES AND REGISTRATIONS

- Refrigeration Operator certificate
- Pool Operator 1 and 2 (expected to complete within one year of date of hire)

KNOWLEDGE, SKILLS AND ABILITIES

- Thorough knowledge of buildings and ground maintenance, refrigeration, HVAC, pool water filtration and circulation systems, plumbing, security systems, elevators, roofing, janitorial, electrical equipment and services including DDC systems.
- Ability to read and understand plans and blueprints of buildings, equipment, machinery and utilities.
- Thorough knowledge of quality control and inspection methods and procedures.
- Considerable knowledge of inventory control for operating and maintenance materials.
- Knowledge of the principles and best practices related to recreation planning, management and administration.
- Ability to integrate knowledge of other functional areas (e.g. finance, human resources, communications) of the organization to make informed decisions for SGRC.
- Ability to establish and maintain cooperative working relationships with all stakeholders including SRD staff, contractors, the general public, elected officials, other local governments, regulating agencies, industry associations and community groups.
- Leadership skills including the demonstrated ability to facilitate working groups to negotiate, build consensus and resolve conflict.
- Working knowledge of the Public Health Act; the Workers Compensation Act; the Occupational Health and Safety Regulation; the Human Rights Code, the Employment Standards Act; and all other statutes and regulations related to managing facility operations services in a recreation facility.
- Understanding of risk management in the context of local government and recreation facilities.
- Strong research and writing skills. Ability to present to user groups and clearly articulate responses to concerns and questions related to the presentation. May be asked to support the Senior Manager, Strathcona Gardens at Commission and Board meetings.
- Demonstrated ability supervising a unionized workforce and working effectively within the parameters of a collective agreement.



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- Demonstrated planning and organizational skills including the ability to simultaneously manage multiple organizational priorities and deadlines under pressure.
- Ability to adapt quickly to changing circumstances and confidently lead a team to accomplish organizational objectives.
- Strong computer skills including Microsoft Office Suite and other commonly used application software in local government recreation environments e.g. membership management, financial, time and attendance.
- Tact and discretion to deal with or settle requests, complaints and grievances.
- Ability to exercise considerable independent judgment and action in the performance of duties.

OTHER

- Ability to work a variable schedule including some weekends and evenings

SIGNATURE

I have read and understand this job description:

Employee's Name

Employee's Signature

Date