

## Operations Manager

Facilities

Full Time, Regular

Competition #149-23/24

Brandon, Manitoba

Salary: \$54,559 to \$72,945 annually (\$26.23 to \$35.07 hourly)

Classification: Facility Manager 3

Assiniboine Community College has been providing exceptional learning experiences that have been transforming lives and strengthening Manitoba through applied education and research for more than 60 years.

The Operations Manager oversees building operations for all Assiniboine Community College campuses and locations. Reporting to the Director of Facilities, this role is responsible for managing facility/grounds maintenance, custodial services, shipping and receiving. The Operations Manager leads, supervises, and manages the team, while interacting with various college departments and external community contacts.

This position also handles maintenance service for minor repairs to College equipment and grounds. This role is also responsible for developing comprehensive maintenance plans as well as managing, optimizing, coordinating, and scheduling resources to execute these plans effectively.

### **Be Passionate and Take Initiative with these Responsibilities:**

- Provides overall management of building maintenance, custodial services, grounds keeping, stores, vehicles, parking, and purchasing.
- Manages day-to-day operational issues that are reported by departments and assign any subsequent tasks/work to appropriate individuals.
- Develop comprehensive maintenance job plans for routine or repetitive, preventive, condition-based, and predictive maintenance activities that facilitate safe and effective execution of work.
- Plans and schedules work using Computerized Maintenance Management System (CMMS) software and coordinate the work activities.
- Leads the recruitment process, hires and orientates employees, identifies employee personnel issues, completes employee evaluations, resolves staff concerns/problems and handles disciplinary matters.
- Evaluates and manages the performance of direct reports.
- Completes the approval of timesheets for staff and tracks departmental leave forms.
- Please refer to the attached job description for further information.

### **Be able to deliver results by having:**

- Experience and knowledge of maintenance activities/equipment and building cleaning requirements.
- Supervisory experience in a related field (preferably in a unionized environment).
- Exceptional verbal communication, presentation and customer service skills required.
- Strong organization and time management skills.
- WHMIS training is required.
- Must possess a valid class 5 driver's licence.
- Must have proficient computer skills eg. Microsoft Word, Excel and Outlook.
- Experience with Computerized Maintenance Management Systems (CMMS) preferred.
- Financial and budgetary skills preferred.
- Ability to develop and interpret policies.
- Ability to multitask, prioritize and meet tight deadlines.

*This competition will remain open until the position is filled.*

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*Assiniboine Community College is committed to ensuring that its policies, practices, and systems are free of barriers, emphasize the value of diversity, and promote full participation to ensure dignity, respect, and equal access for all employees. A request for an accommodation or to request this document in an alternative format, can be made at any point during the recruitment process by contacting 204.725.8729 or [careers@assiniboine.net](mailto:careers@assiniboine.net).*

*Assiniboine welcomes applications from all qualified candidates who are legally entitled to work in Canada, including Indigenous peoples, persons of all abilities, members of visible minorities, all genders and sexual orientations, and all other groups protected by the Human Rights Code.*

*Assiniboine's campuses are located on the traditional territories of Treaty No. 1 and Treaty No. 2, and the shared traditional lands of Cree, Oji-Cree, Dakota, Dene and Anishinabek/Ojibwe peoples, and the homeland of the Red River Métis Nation.*

*If you are interested in this career opportunity, please email your resume and cover letter with reference to Competition #149-23/24 to [careers@assiniboine.net](mailto:careers@assiniboine.net).*

*We thank you for your interest. Only those selected for further consideration will be contacted.*

*Please contact [careers@assiniboine.net](mailto:careers@assiniboine.net) to request this document in an alternative format if necessary.*