



POSITION DESCRIPTION

Position Title: Operations Manager

Division:

Facilities

Classification: Facility Manager 3

Supervisor's Title:

Director, Facilities

POSITION SUMMARY

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.

RESPONSIBILITIES AND ACCOUNTABILITIES

Primary:

- 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.
- Participates as a member on a variety of college committees and working groups.
- Establishes and maintains custodial and grounds-keeping inventory control for equipment and supplies, including related Safety Data Sheets (WHMIS).
- Coordinates the disposal of obsolete/surplus material and equipment as per College policy (tables, chairs etc.).
- Ensures the team is trained, records are maintained and updated as required.
- Develops and administers maintenance and operation programs, plans and policies.
- Works closely with contractors for operations issues. This includes equipment issues, snow removal, lawn care, lease vehicles, parking lots etc.

RESPONSIBILITIES AND ACCOUNTABILITIES

- Participates and assists in the development of multiyear and divisional operations plans for college facilities and ensures these plans support the short- and long-term plans of the college.
- Prepares budgets for the work units, monitors expenditures and reports on variances.
- Other duties as assigned.

Secondary:

- Maintains equipment/furnishing inventory, and identification and disposal of surplus goods.
- Develops work standards and practices for departmental staff in conjunction with management.
- Performs on-going inspection of facilities for safety hazards.
- Assists Service Workers in their day-to-day tasks.

KEY RELATIONSHIPS (attach relevant organizational chart(s))

Staff Positions Directly Supervised 19 _____
Staff Positions Indirectly Supervised 0 _____

Other Key Relationships:
Internal and external customers of the college including students.

KNOWLEDGE, SKILLS, ABILITIES, OTHER

Qualifications:

- 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

OTHER COMMENTS

Error or neglect could result in health/safety hazards or interruption of college services. Physically capable of performing all position responsibilities and able to lift 50 pounds.

Employee's Signature

Date

Supervisor's Signature

Date