



## POSITION DESCRIPTION

Position Title: Building Services Manager

Division:

Facilities

Classification: Facility Manager 3

Supervisor's Title:

Director, Facilities

### POSITION SUMMARY

The Building Services Manager oversees building operations for all Assiniboine College campuses and locations. Reporting to the Director of Facilities, this role is responsible for managing custodial services. The Building Services Manager leads, supervises, and manages the team while working closely with various College departments and external community contacts.

This position is also responsible for developing comprehensive maintenance plans and for managing, optimizing, coordinating, and scheduling resources to ensure these plans are executed effectively.

### RESPONSIBILITIES AND ACCOUNTABILITIES

#### Primary:

- Provides overall management of custodial services and oversees purchasing for Building Services.
- Manages day-to-day operational issues reported by departments and assigns subsequent tasks/work to appropriate staff.
- Develops comprehensive maintenance plans for building systems, equipment, and grounds, including HVAC, plumbing, electrical, custodial, safety systems, and exterior maintenance, to ensure safe and effective work execution.
- Plans and schedules work using Computerized Maintenance Management System (CMMS) software and coordinates work activities.
- Leads the recruitment process, hires and orients employees, addresses personnel issues, completes evaluations, resolves staff concerns, and handles disciplinary matters.
- Evaluates and manages the performance of direct reports.
- Approves timesheets for staff and tracks departmental leave forms.
- Participates as a member of various College committees and working groups.
- Establishes and maintains custodial inventory control for equipment and supplies, including related Safety Data Sheets (WHMIS).
- Coordinates the disposal of obsolete or surplus materials and equipment according to College policy (e.g., tables, chairs).
- Ensures the team is trained and maintains accurate training records.
- Develops and administers maintenance and operations programs, plans, and policies.
- Works closely with contractors to address operations issues.
- Participates in and assists with the development of multiyear and divisional operations plans for Building Services, ensuring alignment with the College's short- and long-term plans.
- Other duties as assigned.

## RESPONSIBILITIES AND ACCOUNTABILITIES

### 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 15

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