

Facility Manager

Full-Time, Regular

Brandon, MB

Comp #51-24/25

Salary: \$61,943 to \$86,071 annually (\$29.78 to \$41.38 hourly)

About Assiniboine:

For over 60 years, Assiniboine College has been providing exceptional learning experiences, while transforming lives and strengthening Manitoba through applied education and research. Our future success rests on our ability to develop a sustainable Thriving Workforce that is unified in moving forward for the benefit of the college and Manitoba. Our culture is built on our principles for continued success: Creativity, Collaboration, and Courage.

Position Overview:

Reporting to the Director of Facilities, the Facility Manager is responsible for managing the operations and maintenance of a highly visible and sensitive portfolio, which encompasses several program facilities often operating under extended hours. This is the highest and most substantial level within the Facility Manager Series, having significant responsibility for staff, budget and facilities with technical and non-technical complexities arising from College needs.

Key Responsibilities:

- ▶ Ensures organization structure is adequate; assess area of responsibility to determine staffing requirements, lead the recruitment process, succession planning, etc.
- ▶ Fosters a team environment through the development of staff: identification of training needs, ensures training and development of staff, provides coaching and guidance.
- ▶ Provide input into the development and management of budgets and budget cash flows (operational and utility) for each new fiscal year.
- ▶ Ensures program is administered within the established budget and in compliance with college policies.
- ▶ Maintains accurate and up-to-date records of operating and maintenance expenditures for budget forecasting.
- ▶ Responsible for managing maintenance projects.
- ▶ Collaborate with the campus development team based on their project requirements.

Qualifications:

- ▶ Technical Certification is required. Major trade certification; or valid certificate/diploma 4th CI Power Engineer or higher; or equivalent training and related experience coupled with several years' experience in a facility/property managed environment and in the performance of building operations and maintenance.
- ▶ Must possess a Class 5 Driver's License in good standing, ability to use own vehicle, ability to travel within the Province of MB.
- ▶ Experience in facility management, operations and maintenance.
- ▶ Excellent computer skills and knowledge of related software including Microsoft Office.
- ▶ Experience with Computerized Maintenance Management System (CMMS) preferred.
- ▶ Experience and working knowledge of contract management, COR, building envelope maintenance, building and fire codes.
- ▶ Experience and knowledge in HVAC operation and maintenance, security systems, life safety systems, client relations, DDC operation, grounds equipment, and emergency response.

The competition will remain open until the position is filled.

Discover full details about the position in the attached Job Description.

Why Join Us?

Working Together:

Be part of a collaborative and inclusive environment that values teamwork and positive employee relations. Together, we paddle collectively toward our mission.

Growing Together:

We invest in our employees' future through succession planning, forward-looking recruitment, and supportive development programs. At least 4% of payroll is dedicated to staff and professional development.

Forward Together:

As we navigate rapid technological changes, we prioritize resilience and wellness among our faculty and staff, helping them become the leaders Manitoba

Our Principles for Continued Success:

- ▶ **Creativity:** We foster an environment that supports and unleashes the creativity of our faculty and staff.
- ▶ **Collaboration:** Teamwork, purposeful connections, and community building are critical to achieving our collective potential.
- ▶ **Courage:** Our faculty and staff embrace their roles as community leaders, boldly taking risks to build a strong future for Manitoba

Commitment to Diversity:

Assiniboine College is committed to creating a barrier-free environment that emphasizes the value of diversity and promotes full participation. We welcome 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.

How to Apply:

If you are interested in this career opportunity, please email your resume and cover letter with reference to this competition to careers@assiniboine.net. We thank all applicants for their interest; only those selected for further consideration will be contacted.

For accommodations or alternative formats, contact careers@assiniboine.net or 204 725 8729.

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 national homeland of the Red River Métis.