

## Facility Manager

Churchill, Manitoba

**Reporting to the Chief Administration Officer**, the **Facility Manager** is responsible for conducting the operations of the Town Centre Complex in an efficient and cost effective manner..

**Key duties** include:

- Overall operation of the Town Centre Complex building including being the liaison between:
  - Client Departments, Regional Health Authority, the school and other tenants regarding the maintenance and operation of the facility;
- Responsibility for the safe operation of the Town Centre Complex;
- Overseeing the operations of the Physical Plant;
- Overseeing the security of the Complex;
- Upkeep, maintenance and development of the complex;
- Ensuring that the Complex is kept in a clean and sanitary condition;
- Administrative duties in completing report as required, conducting staff appraisals and producing annual operating budget;
- Operating the Complex in an efficient manner.

**As the ideal candidate** you have:

- A valid Manitoba 4<sup>th</sup> Class Power Engineering Certificate;
- Minimum 5 years experience in facility management;
- Ability to pass a pre-employment criminal and child abuse registry background check;
- Minimum 5 years experience supervising in a unionized environment.

Should this exceptional opportunity be of interest to you, **please apply online** at [www.peoplefirsthr.com/careers](http://www.peoplefirsthr.com/careers), Job Order #2536. Should you have any questions regarding this position, please contact Dan Lewis at (204) 940-3986.