



Senior Facilities Manager Job Description

Harvest Manitoba is a fast-paced and energetic workplace with employees that care about the work we do and the communities that we serve. As a not-for-profit, community-based organization, our goal is to collect and share food with people that are hungry and offer training opportunities to help people step up and out of poverty.

Our Senior Manager Facilities interacts with every department to manage all areas of our property, including the associated machinery and fleet of vehicles that helps us to feed hungry people. This individual must be a strong communicator that leads by example and will have an ability to plan proactively as well as prioritize immediate needs to remove barriers to our operations.

Reports to: Director of Operations

Your Responsibilities:

- Manage the preventive & regular maintenance for all structures, grounds, building systems & equipment.
- Manage the administrative and operational functions of the department
- Lead the recruitment, training, scheduling, performance evaluations, development, and disciplinary actions of Maintenance, Fleet and Cleaning associates.
- Oversees and prepares monthly budgeting, purchasing, scheduling and expenses.
- Review all existing policies and create new policies related to building and fleet management.
- Develop and maintain operational standards. Review operation processes to ensure continuous quality improvement.
- Liaise with tradespeople to install, maintain & repair systems including HVAC, electrical, plumbing, water conservation experience, etc. and approve such work upon completion
- Manage our fleet of vehicles, including repairs, warranties, servicing, cleanliness & upkeep, review/input for purchase of new vehicles.
- Lead our Building Maintenance, Fleet and Cleaning teams with an active and collaborative style and ensure all expectations are clear through various communications methods—in person, communication boards, email, meetings, etc.
- Ensure that financial, productivity and safety targets are met and managed according to expectations. Provide input and suggestions regarding Building and Grounds improvements.
- Liaise with the various departments to ensure their maintenance needs are met, to communicate these needs to your team and to ensure proper training and safety standards are maintained by each team.
- Ensure the safety and upkeep of the Harvest Manitoba grounds, including snow removal and lawn care

Your Qualifications:

- A firm belief in the dignity of all human beings and a positive, caring approach.
- Post-secondary education in Facilities Management, Power Engineering or related Trades education and training is strongly preferred or a combination of education and 5+ years demonstrated maintenance experience.
- Proven experience of building systems, boiler and cooling tower, including HVAC, electrical, plumbing, and carpentry.
- Demonstrated experience managing a property, including maintenance, upkeep, bylaws, and regulations.

- Exceptional interpersonal communication skills, both written and oral and strong relationship building, cross-departmental and external collaboration abilities
- Proven ability to organize, lead, influence and motivate a large and diverse group of employees and volunteers
- Familiarity with food-security and poverty issues is an asset
- Knowledge of the MS Office Suite, facility management software, databases, and reporting systems
- Ability to pass a Criminal Record Check is required
- Valid MB Class 5 driver's license and clean Driver's Abstract is required
- Ability to read and interpret building plans an asset
- Experience with DDC is an asset
- Experience in leading in a unionized environment an asset
- Experience with Seasonal transition of HVAC systems an asset

*Think you have what it takes to join our outstanding **CREW?** Let's talk.*

To learn more about this opportunity, visit: www.harvestmanitoba.ca/about/join-the-team/

Apply by email at: hr@harvestmanitoba.ca

We thank all candidates for their interest, however only those selected for an interview will be contacted.