



## **CAREER OPPORTUNITY**

### **Facility Operations Manager - Full time**

Come experience the City of Possibilities. Portage la Prairie offers the quality of life of a smaller community with amenities of a major centre. With a population of over 13,000, the City is a progressive family community, known for our beautiful Island Park, modern recreational facilities, unique shopping and dining opportunities, and shorter commutes.

The Portage Regional Recreation Authority Inc. (PRRA) is a nonprofit corporation responsible for the provision of recreation and leisure facilities and programs for the benefit of citizens in the Portage la Prairie Region. The corporation is funded in part by the City of Portage la Prairie and the Rural Municipality of Portage la Prairie and is governed by the PRRA Board of Directors.

The PRRA is responsible for recreation services and the operation of four recreation facilities in the City of Portage la Prairie, including the Stride Place, Splash Island Waterpark, Rotary Republic Park and Beaver Stadium.

Reporting to the General Manager, the Facility Operations Manager is a supervisory position responsible for the overall operation, maintenance and safety of facilities operated under the jurisdiction of the PRRA. The Facility Operations Manager works closely with other PRRA management to support community programs and events.

**Compensation:** This position offers an attractive benefit package and salary range of \$101,288 - \$112,412

**Hours of Work:** Monday-Friday, 35 hrs per week (flexibility with work schedule is required)

The hiring committee will begin viewing applications as early as January 6<sup>th</sup>, however applications may continue to be accepted until a suitable candidate is selected.

#### **Responsibilities:**

- Leads the operation of the Facilities Operation Division and participates in long term infrastructure planning and sustainability initiatives.
- Responsible for the daily care and maintenance of all PRRA operated facilities, grounds and athletic fields.
- Manages the operation and maintenance of all mechanical, electrical, and structural systems, including facility refrigeration plants, boiler systems, ventilation units and pool systems in compliance with the provisions of the Power Engineers Act and regulations.
- Operates and maintains various building systems such as ventilation units, dehumidifiers, air conditioning, pool filtration, chlorination, and all related mechanical equipment.
- Responsible for grounds maintenance and athletic field maintenance or related service contracts.
- Recruits, trains, supervises and evaluates division staff and fosters a positive and productive work environment.
- Provides monthly staff schedules and assigns tasks to subordinate staff to meet the required operations and maintenance of facilities.

- Participates in the annual formulation of the divisional operational and capital budget including the 10-year capital budget.
- Participates as a member of the management team, ensuring a coordinated effort of resources in the delivery of division services.
- Ensures compliance with PRRA policies and procedures by Division personnel.
- Communicates with other Division Managers and liaises with government officials and technical consultants as required.
- Prepares reports, tenders, and studies as directed by the General Manager.
- Evaluate and approve the purchase of goods and services in accordance with established purchasing policy.
- Ensures compliance with Workplace Safety & Health Act, WHMIS standards and PRRA workplace safety programs.
- Ensures positive relations with the general public by addressing complaints promptly and effectively in a professional and practical manner.

**Experience & Qualifications:**

The successful candidate will possess comprehensive knowledge of facility operations and equipment management. Strong written and verbal communication skills are essential, along with proven supervisory abilities. This expertise is typically gained through two years of supervisory experience in facility operations, combined with a two-year diploma in facility management. A willingness to relocate within the City of Portage and surrounding district is required.

- Completion of minimum of Grade Twelve, or G.E.D.
- Completion of Level I & II Arena Operators Courses (or willingness to obtain).
- Certification in Aquatic Facility Operations (or willingness to obtain).
- Diploma or certificate in Facilities Management or related field.
- Knowledge of Workplace Safety & Health Act, WHMIS standards.
- Strong technical knowledge of mechanical systems, building automation, and energy management systems.
- Minimum 2 years supervisory experience in a facilities management role.
- Must possess and maintain a valid Class 5 Province of Manitoba driver's license
- Current First Aid and CPR certification (or willingness to obtain)

***\*This position will be subject to a Criminal Record Check and a Child Abuse Registry Check.***

Please forward your resume and cover letter clearly demonstrating the qualifications as outlined above to:

Human Resources, PRRA  
 P.O. Box 1059  
 Portage la Prairie, MB R1N 3C5  
 Or e-mail [hr@prra.ca](mailto:hr@prra.ca)

If you would like more information please email Carla Jackson, Payroll & Human Resources Administrator at [hr@prra.ca](mailto:hr@prra.ca) or call 204-857-7772 Ext: 2222

Website: [www.strideplace.ca](http://www.strideplace.ca)

We thank all applicants for applying however only those being considered for an interview will be contacted.