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Job Details

Manager, Mechanical Systems Shops - MANAGER, MECH. SYSTEMS SHOPS - 3598.CSTS

Compensation Group EMAPS

Faculty Physical Plant

Department Operations and Maintenance

Division Mechanical Systems Shop

Position History New

Position Type Budget funded Continuing

Work Schedule (Select) Full time: 38.75 hours per week

Additional Information Monday to Friday 8:00 a.m. to 4:15 p.m.

May be on call 24/7 for emergencies and/or shutdowns.

Estimated Weekly Hours 38.75

Salary (Hourly) \$32.69 - \$49.04

Salary (Annual) \$65,870.35 - \$98,815.60

Proposed Start Date 2017-08-21

Probation/Trial Period 1 year

Qualifications

EDUCATION:

• A Mechanical Engineering Technology Diploma (CET), or a Journeymen's certificate in a mechanical trade (plumbing, contr

EXPERIENCE:

- Five years supervisory experience and a thorough working knowledge of the HVAC and Mechanical Systems is required.
- Must have a sound knowledge of management techniques in the administration of people, finances and technical matters in
- Must have a good working knowledge of paper flow systems, record keeping, forms design, and budgetary and purchasing
- Considerable technical knowledge in the construction and engineering fields is required to make decisions of a technical na
- Knowledge of computers (i.e. Microsoft Word, Excel, Outlook) is required.

SKILLS AND ABILITIES:

- Must be physically fit and able to go to any part of the campus including roofs and crawlspace.
- Strong communication skills, both verbal and written are required.
- Must be resourceful, exercise diplomacy and skill in his/her dealings with the Consulting Engineers contractors, sub-contract
- Must have the ability and understanding of the operation of shop tools and equipment.
- Must be able to read drawings, specifications, manufacturer's literature, etc. and to be able to order materials and instruct s
- Must be able to plan and schedule work; read and interpret plans, specifications and architectural blue prints used in buildin
- Must be able to understand and carry out written and oral instructions; maintain reports, records and provide estimates and
- Must be able to train and supervise employees; to work effectively and communicate with other Physical Plant staff, academ
- Must be able to deal with staff effectively and ensure that work is completed efficiently within the constraints of the Collectiv
- Must be able to work independently and to take care of several work tasks simultaneously.

OTHER:

- Satisfactory work record, including satisfactory attendance and punctuality, is required.
- Will be required to provide satisfactory Criminal Record Check and Child Abuse Registry.

Key Responsibilities

- Coordinates all work and inspections done by the HVAC Systems Shops to ensure work meets specifications and legislated requirements.
- Identifies and prioritizes projects and infrastructure that have the greatest risk of failure. Advises on the nature, impact and relative priority of the deficiencies observed.
- Ensures minimum disruption of campus activities during project implementation.
- Evaluates maintenance and repair projects. Schedules work when areas are not being used.
- Fosters leadership and a high standard of work performance with each individual team member.
- Reports on project progress, budgetary status and requirements. Reviews long term needs of trades areas.
- Manages and coordinates human resources.
- Meets regularly with Assistant Director Operations and Maintenance and other managers to discuss and establish policy on matters of general interest to all shops such as use of trade trucks, funding approvals, scheduling of work, etc.
- Manages allocated financial resources, both salary and operating funds. Aligns income funded forecasts to meet financial commitments
- Prepares estimated costs for future capital projects for Life Cycle Replacement initiatives and Legislative Mandates.
- Coordinates in-house trade related activities, quality assurance and commissioning support on projects that may involve university trades staff and/or outside contractors.
- Coordinates and directs trades, consultants and contractors on-site activities.
- Ensures established schedules for work tasks are adhered to on time and on budget.
- During the design phase of a project, works with Architects and Engineers to determine expected HVAC system loads and location.
- Provides on-site supervision, attends meetings with the contractors and consulting engineers to review progress of the work, inspects work for compliance with plans and specifications, approves additional work requirements, and reviews and approves payment of progress certificates.
- On completion of work, signs, releases and clear deficiency lists before accepting work tasks on behalf of the University.
- Advises the project management authority on issues pertaining to life cycle maintenance, total cost of ownership and long term implications.
- Prepares Completion Report for appropriate distribution and recommend release of payment.

Position Number 24236

of Hires Needed 1

Posting Closing Date.(Requisition closes at 4:30 p.m. CT) 07/17/2017

Inquiries only (Note: applications must be submitted through REACH-UM) stephen.cumpsty@umanitoba.ca

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