

Job Opening

Manager, Maintenance Services - Level G (EMAPS) - Requisition No 05247

Location :	Full Time :	Posting End Date :
Physical Plant	Yes	Dec 21, 2018
Expected Start Date :	Permanent :	
Jan 28, 2019	Yes	

Job Description :

Manager, Maintenance Services - Level G (EMAPS)
Existing Budget-Funded Continuing Full-Time
38.75 hours/week monday to friday, 8:00 a.m. to 4:15 p.m. (some overtime may be required)
Salary Range: \$32.69 - \$49.04 per hour (\$65,870.35 - \$98,815.60 per annum)
Proposed Start Date: January 28, 2019
Trial/Probation Period: 1820.00 work hours

For more information, please contact:

Barry Hill
110 - 89 Freedman Crescent, Winnipeg, MB, R3T 2N2
barry.hill@umanitoba.ca

Responsibilities :

- The Manager of Maintenance Services reports to the Assistant Director, Operations and Maintenance and is responsible for the supervision and management of all the functions performed by the Shop Managers.
- The Manager of Maintenance Services oversees the management and coordination of maintenance and repair work for all the Architectural aspects of the buildings in the infrastructure portfolio managed by the Physical Plant.
- Responsibilities include the management of human resources and operations and budget.
- Collaborates with other Operations & Maintenance Shop managers.
- Negotiates, manages, tracks, renews Standing Offer Agreements (Service Agreements).
- Approves procurement of materials and procures external contractors.
- Coordinates facility access program and all work and inspections done by the Carpentry, Painting, and Locksmith Shops.
- Identifies and prioritizes architectural infrastructure that has the greatest risk of failure.
- Ensures minimum disruption of campus activities by the work performed by their staff and contractors.
- Evaluates maintenance and repair projects, schedules work and carries out design of work procedures.
- Maintains contact with Assistant Director, Operations and Maintenance on work progress, budgets, and other requirements.
- Establishes and maintains highly qualified, trained, and effective staff.
- Establishes a good understanding and working knowledge of the current UNIFOR and AESES Collective Agreements.
- Meets regularly with Assistant Director, Operations and Maintenance and other managers to discuss and establish policy on matters of general interest to all shops.
- Effectively allocates financial resources, both salary and operating funds.
- Reviews and reports on budget and other key performance indicators using a variety of UM software systems.
- Aligns income funded forecasts to meet financial commitments.
- Prepares and prioritises estimated costs for future capital projects.
- Makes decisions of a technical nature and relate directly to other technical Professionals.
- Advises the project management authority on issues pertaining to life cycle maintenance, total cost of ownership and long term implications to their work.
- Inspects work for compliance with plans and specifications.

Qualifications :

MINIMUM FORMAL EDUCATION/TRAINING REQUIRED:

- A B.Sc. Mechanical/Electrical/Civil/Manufacturing Engineering, or Technical Diploma (CET) with either CIM or PMP designations, is required. Similar specialties may be considered.

EXPERIENCE:

- A minimum of five years supervisory experience and have a thorough working knowledge of maintenance and repair of Architectural Systems required.
- Must have a sound knowledge of management techniques in the administration of people, finances and technical matters including the Coordination of projects.
- Must have a good working knowledge of paper flow systems, record keeping, forms design, and budgetary and purchasing procedures.
- Considerable technical knowledge in the construction and engineering fields to make decisions of a technical nature is required.
- Knowledge of computers (i.e. Microsoft Office Suite, Computerized Maintenance Management Systems) is required.

SKILLS AND ABILITIES:

- Effective communication skills, both verbal and written is required.
- Must be resourceful and exercise diplomacy.
- Must have the ability and understanding of the operation of shop tools and equipment.
- Must be physically fit and able to go to any part of the campus including roofs and crawlspace.
- Must have the ability to read drawings, specifications, manufacturer's literature, etc.
- Must have the ability to order materials and instruct staff with sketches and notes.
- Must have the ability to plan and schedule work.
- Must have the ability to train and supervise employees.
- Ability to understand and carry out written and verbal instructions.
- Ability to maintain reports, records and provide estimates and pertinent documentation.
- Ability to work effectively and communicate with other Physical Plant staff, academic staff and students, consultants and contractors.
- Ability to deal with staff effectively to see that the work is completed efficiently within the constraints of the Collective Agreement.
- Must be able to work independently and to take care of several work tasks simultaneously.

Other:

- Must provide acceptable criminal record check and child abuse/vulnerable persons registry.

Additional Information :

The University of Manitoba is strongly committed to equity and diversity within its community and especially welcomes applications from women, racialized persons, Indigenous peoples, persons with disabilities, persons of all sexual orientations and genders, and others who may contribute to the further diversification of ideas. All candidates must be legally entitled to work in Canada.

If you require accommodation supports during the recruitment process, please contact U of M's Diversity and Inclusion Facilitator, Valerie Williams at Valerie.williams@umanitoba.ca or 204-474-8371.

Application materials, including letters of reference, will be handled in accordance with the protection of privacy provisions of "The Freedom of Information and Protection of Privacy" (Manitoba). Please note that curriculum vitae will be provided to participating members of the search process.

