

October 17, 2022	Closing Date: Open until filled
Job Title: Facility Manager	Reports to: Director Operations & Programming
Location: Dakota Community Centre	Hours: 37.5 hours/week, daytime with some evening and weekend shifts
Salary: Commensurate with education and experience; benefits package available	

Summary

The Dakota Community Centre is looking for a knowledgeable and dependable individual to join our team. The Facility Manager will lead the team of facility maintenance staff to ensure all aspects of the facility and grounds are maintained and in good working condition in order to provide a safe and enjoyable environment for all who use and work at our Centre.

Key Roles and Responsibilities

- Maintain building mechanical and electrical equipment including but not limited to: Compressors, pumps (heat, water, and brine), building automation systems, boilers, HVAC and plumbing systems.
- Maintenance of compressors, motors, lines, condensers, pumps and chillers for ice plant.
- Experience in ice maintenance including resurfacing, maintenance, installation and removal.
- Personal responsibility and leadership of others in ensuring compliance with facility rules, regulations and guidelines regarding safety and safe work procedures.
- Ensures all aspects of facility and grounds are in good working and order and cleanliness standards upheld.
- Assist with all issues pertaining to the day-to-day operations of the ammonia ice plant and all other facility mechanical systems.
- Liaise with mechanical and electrical contractors on behalf of the Dakota CC.
- Leads or assists with maintenance and construction projects of various sizes, as required.
- Maintain detailed job logs of all duties and maintenance.
- Provide input for budget development.

The successful candidate will have the following:

- Manitoba W Class Refrigeration Power Engineer's certificate.
- Possession of a Manitoba 4th Class Refrigeration (or higher) Power Engineer's certificate is an asset.
- Experience in maintenance at a sports & entertainment facility considered an asset.
- Strong knowledge and ability to supervise/conduct general maintenance including plumbing, carpentry, mechanical repair and electrical.
- Experience managing building maintenance and/or construction projects of varying sizes also considered an asset.
- Good communication and customer service skills.
- Strong interpersonal skills.
- Good organizational and record keeping abilities.

- Ability to lead a small team of arena operators and attendants that work along the larger Dakota CC team.
- Ability to maintain composure and make decisions under stressful situations.
- Must be flexible and willing to work extended hours, evenings and weekends as required. Must be available for 24-hour facility related emergencies.
- Must possess class 5 Manitoba drivers' license.
- Strong computer skills.
- Familiarity with Metasys software an asset.

To apply for this position please email your resume and cover letter, including salary expectations to hr@dakotacc.com.