



Assistant Manager, Building Systems

The Toronto Pan Am Sports Centre Inc. is currently seeking a Full-Time Assistant Manager, Building Systems to join our team!

The Assistant Manager, Building Systems, is responsible for managing the effective, efficient and safe mechanical and electrical operation of the building by direct supervision of the day-to-day operations.

Duties and Responsibilities:

- Inspects the state of mechanical and electrical equipment daily to identify repair and maintenance needs
- Supervises the effective, efficient, safe mechanical and electrical operations of the building
- Assists in maintaining asset inventory, parts supplies, and developing capital plans
- Supervises subordinate supervisor and building operators, and assists with supervising maintenance workers
- Assists Manager in scheduling staff and ensures training, including safety training, of all subordinate staff
- Determines the need for, and inspects the work of, external contractors and staff by daily inspections and ensures full completion of all work to specifications
- Assists Manager with inspecting building cleanliness by daily inspections
- Ensures preventative maintenance of all building mechanical, electrical and communications systems (including but not limited to HVAC, power and lighting, emergency power, security, life safety, etc.)
- Ensures all aspects of building equipment are maintained in excellent repair for continuous optimal function to meet building standards for clientele
- Ensures Olympic swimming pool operations are maintained to the highest standard for world-class practice and competition
- Assists Maintenance Supervisors with ensuring all aspects of indoor and outdoor property are well maintained (floors, ceiling, plumbing fixtures, lawns, gardens, green roofs, furnishings, parking equipment etc.)
- Assists with developing and maintaining standard operating procedures (SOPs) and departmental operating policies (DOPs), and ensures compliance
- Assists in ensuring health and safety, fire code, health regulations for swimming pools, TSSA requirements and other legislated requirements are met
- Maintains LEED Gold building status (geothermal, solar panels, waste diversion, etc.) and all building accessibility features

- Contributes to risk management goals and objectives by performing risk assessments, recommending risk mitigating solutions, ensuring backup parts and components, and ensures safe work
- Ensures documentation of all facility and equipment checks, logs and service reports
- Purchases parts and supplies for the department in accordance with departmental purchasing policy
- Manages projects and ensures time, budget, quality, safety, to the satisfaction of the stakeholders and other duties as required

Experience

- Five years of experience successfully managing building operations of a large commercial building
- Demonstrated ability to manage and operating building mechanical and electrical systems and manage building maintenance
- University degree (Engineering or Architecture preferred)
- BOMI FMA or RPA an asset (but not required)
- Experience successfully managing projects
- Highly organized and able to manage multiple projects and timelines
- Computer literate with proficiency in MS Word, MS Excel, MS Outlook, building automation system, security system, and property management software
- AutoCAD, MS Project and Manager+ are assets (but not required)
- Strong oral and written communication skills
- Demonstrated ability to work both independently with minimal supervision and cooperatively with other team members, including working collaboratively with other assistant managers and supervisors; and
- Must be a capable supervisor able to ensure the motivation and performance of subordinate employees

The successful candidate will receive a competitive compensation package. The position will start as soon as possible. Three professional references will be required and a police vulnerable check will be completed for the successful candidate.

HOW TO APPLY

Please submit your cover letter, resume and salary expectations to the attention of, Joanne Wood, Manager of Building Operations.

E-mail: jwood@tpasc.ca

The Toronto Pan Am Sports Centre is located at:
875 Morningside Avenue
Scarborough, ON M1C 0C7

OUR HISTORY

A legacy of the 2015 Toronto Pan Am and Parapan Am Games, Toronto Pan Am Sports Centre is operated by a corporation co-owned by the City of Toronto and the University of Toronto. The world-class facility was the largest sport new-build for the Games and the largest infrastructure investment in Canadian amateur sport history. Toronto Pan Am Sports Centre delivers extensive programming that serves recreational and community groups, university students, high performance athletes, as well as fitness centre clientele. The building's 312,000 square-foot includes two internationally sanctioned 10-lane 50-metre pools, a world-class dive pool and dry-land dive training facilities, a four-court gymnasium, a rock climbing wall, an indoor running track, conditioning rooms, a high performance testing centre, studio spaces, and a state-of-the-art fitness centre for members. The Canadian Sport Institute Ontario (CSIO) is located at Toronto Pan Am Sports Centre and provides world-leading sport science and sport performance services. Toronto Pan Am Sports Centre opened to community users, University of Toronto faculty, staff and students, City of Toronto program users and high performance in September 2014. For more information visit www.torontopanamsportscentre.ca

The building earned LEED gold and has state-of-the-art mechanical and electrical equipment including a geothermal plant, green roofs and a large solar panel installation.

Toronto Pan Am Sports Centre Inc. is committed to creating an accessible organization and facility by removing barriers for individuals with disabilities. If you have any accessibility requirements or questions, whether as an employment candidate, volunteer, user of the facility or business partner, please contact us at accessibility@tpasc.ca

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