



## ***Manager, Building Operations***

Toronto Pan Am Sports Centre is a world-class sport and recreation venue that proudly hosted the international community for the Pan Am and Parapan Am Games. The facility is also an amazing place to join hundreds of professionals who look to develop their career in an exciting and rewarding environment.

A legacy of the 2015 Toronto Pan Am and Parapan Am Games, Toronto Pan Am Sports Centre (TPASC) is operated by a corporation co-owned by the City of Toronto and the University of Toronto. The world-class facility is the largest sport new-build for the Games and the largest infrastructure investment in Canadian amateur sport history. TPASC 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 TPASC and provides world-leading sport science and sport performance services. TPASC 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.tpasc.ca](http://www.tpasc.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.

TPASC is currently seeking a **full-time** Manager, Building Operations to join our team. Reporting to the Director of Building Operations. This individual will be responsible for managing the effective, efficient and safe mechanical and electrical operations of the building and is also responsible for overseeing the day-to-day operations of the department which include managing security, cleaning, grounds work, building maintenance and parking equipment maintenance.

The key accountabilities of the role include, but are not limited to:

- Manages the effective, efficient, safe mechanical and electrical operations of the building;
- Manages the work of outsourced staff who provide security and cleaning services;
- Manages the relationship and work of external contractors who provide who provide inspection, preventative maintenance and repair work services;
- Manages subordinate managers who manage building operators and maintenance staff;
- Assists in developing capital renewal plans;
- Determines the need for, and inspects the work of, external trades by regular facility inspections and ensures full completion of all work to specifications;
- Ensures preventative maintenance of all building systems and ensures they stay in excellent repair, including but not limited to security systems, fire and life safety systems, elevators, roofing systems, etc.;
- Ensures all aspects of the facility are maintained in excellent repair for optimal function to meet building standards for clientele;



- Develops and maintains standard operating procedures and departmental operating policies and ensures compliance;
- Conduct regular audits to ensure all required inspections, checks, logs and documentation are completed
- Oversees Olympic swimming pools and gym facilities are maintained to the highest standard for world-class practice and competition;
- Oversees all aspects of outdoor property are well maintained (lawns, gardens, green roofs, furnishings, parking equipment);
- Oversees LEED Gold building status (geothermal, solar panels, waste diversion, etc.) and all building accessibility features;
- Ensures all legislated requirements (including OHSA, TSSA, Fire Code etc.) and contributes to risk management goals and objectives;
- Ensures supplies and equipment are on-site as needed and is responsible for departmental purchasing;
- Ensures subordinate staff are effectively hired, trained, developed, and managed;
- Ensures that TPASC policies and procedures are followed including financial governance policies and other duties as required.

The successful candidate will possess the following qualifications:

- Five years of experience successfully managing building operations of a large commercial building;
- Demonstrated ability managing building mechanical and electrical systems and manage building maintenance;
- Experience managing sport facility and swimming pool operations;
- University degree;
- 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 and property management software.
- AutoCAD, MS Project and Manager+ are assets.
- Excellent oral and written communication skills;
- Demonstrated ability to work both independently with minimal supervision and cooperatively with other team members; 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 sector check will be completed for the successful candidate.



## HOW TO APPLY

Please submit your cover letter and resume by email to the attention of Stephanie Battrock, HR Manager by May 19, 2017.

E-mail address: [sbattrock@tpasc.ca](mailto:sbattrock@tpasc.ca)

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

*TPASC 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](mailto:accessibility@tpasc.ca)*

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