



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

Do you have hands-on experience operating and maintaining building equipment and systems of a large commercial building? Are you knowledgeable about HVAC maintenance and operations, fire and life safety systems, electrical and lighting systems, elevators and also door operations and security? Do you also possess leadership skills, communication skills and have building operations supervisory experience? Are you a team player who gets along well with people and is the kind of person who takes pride in their work and does what needs to be done and makes things happen? Are you someone who is inspired by growth, opportunity and striving for excellence? If so, we want to hear from you!

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 was 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-feet 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** Assistant Manager, Building Operations to join our team! Reporting to the Manager, Building Operations. This individual will be responsible for managing the effective, efficient and safe operations of the building by supervising the day-to-day operations of the department.

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

- Inspects the state of repair of the building daily to identify repair and maintenance needs;
- Supervises the effective, efficient, safe mechanical operations of the building;
- Assists in maintaining asset inventory and developing capital renewal plans;
- Supervises subordinate building operations staff (Building Operators and Maintenance Workers);
- Creates staff schedules;
- Determines the need for, and inspects the work of, external trades by daily facility inspections and ensures full completion of all work to specifications
- Inspects the work of building cleanliness by daily inspections;
- Ensures preventative maintenance of all building systems;
- Ensures all aspects of the facility are maintained in good repair for optimal function to meet building standards for clientele;



- Ensures Olympic swimming pools and gym facilities are maintained to the highest standard for world-class practice and competition;
- Ensures all aspects of outdoor property are well maintained (lawns, gardens, green roofs, furnishings, parking equipment);
- 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 and ensuring safety training;
- Ensures appropriate documentation of all facility and equipment checks and logs
- Assists with purchasing parts and supplies for the department.

The successful candidate will possess the following qualifications:

- Three years of experience successfully supervising building operations of a large commercial building;
- Demonstrated ability to manage and operating building mechanical and electrical systems and manage building maintenance;
- University degree. Master's degree in Engineering or Architecture preferred;
- Experience managing projects successfully;
- 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, including working collaboratively with other assistant managers and maintenance supervisors;
- Must be a capable supervisor able to ensure the motivation and performance of subordinate employees; and
- Must be able to work morning/afternoons, afternoon/evenings and alternating weekends.

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, resume and salary expectations by email to the attention of Stephanie Battrick, HR Manager by November 3, 2017.



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

The Toronto Pan Am Sports Centre is located at:  
875 Morningside Avenue  
Scarborough, 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.*