



Assistant Manager, Maintenance

Do you have experience managing the maintenance and trades work of a large commercial building? Are you even a jack of all trades yourself? The Toronto Pan Am Sports Centre is looking for an assistant manager with exceptional skills useful in maintaining its world-class building. Maintenance and trades work include installing and maintaining ceramic tiles, drywall, paint, basic carpentry, minor electrical, basic plumbing, landscape and grounds work (all aspects that the public sees to maintain a commercial building both indoors and outdoors to keep things looking brand new). Do you have experience leading a team and supervising staff? Can you train hands-on skills? Are you organized and able to manage multiple work orders and projects? Do you ensure quality of work by setting clear expectations and inspecting work? Are you a team player? Do you work well with other people and can you collaborate on jobs? If so, please read on!

Toronto Pan Am Sports Centre is a world-class sport and recreation venue that proudly hosted the international community for the 2015 Pan Am and Parapan Am Games and the 2017 Invictus Games and continues to host provincial, national and international events. 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 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 delivers extensive programming that serves recreational and community groups, university students, high performance athletes, as well as fitness center 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 center, studio spaces, and a state-of-the-art fitness center for members.

Toronto Pan Am Sports Centre Inc. is currently seeking a **Full-Time** Assistant Manager, Maintenance to join our team! Reporting to the Manager of Building Operations, this individual will be responsible for managing the effective, efficient and safe maintenance of the building by supervising the day-to-day maintenance operations of the department.

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

- Routinely inspects the state of repair of the building to identify repair and maintenance needs;
- Supervises subordinate maintenance supervisors, maintenance workers, and contractors performing maintenance work to ensure the effective, efficient, and safe maintenance work of the building;
- Assists in prioritizing maintenance work and assigns;
- Ensures cross training of maintenance skills and actively trains skills with hand-on work supervision;
- Maintains supply and part inventories and regularly purchases to maintain minimal stock for repairs;
- Assists in hiring, supervision and performance management of maintenance supervisors and maintenance workers;

- Ensures proactive daily, weekly and monthly checks;
- Assists in determining the need for, and inspects the work of, external contractors related to the following: automatic door operator systems, loading dock elevating device systems, windows, roofing including green roofs, irrigation systems, plumbing systems and fixtures, greenscape (lawns, garden beds, green roofs and trees) and hardscape (pedestrian sidewalks, asphalt parking and roadways for vehicles), parking equipment maintenance, restaurant equipment, laundry equipment, etc. and ensures completion of all work to specifications;
- Ensures loading dock operations including waste & recycling and shipping/receiving are well-supervised;
- Assists with developing, writing and maintaining standard operating procedures (SOPs) and ensures compliance;
- Assists in ensuring health and safety, fire code, health regulations for swimming pools, TSSA requirements and other legislated requirements are met;
- Ensures minimal downtime for maintenance repairs;
- Assists with ensuring Olympic swimming pools and gym facilities are maintained to the highest standard for world-class practice and competition;
- Ensures legislated annual inspections on all required equipment;
- Assists in ensuring LEED Gold building status by “green” purchasing, practices and maximizing solid waste diversion, in particular;
- Assists in maintaining fully accessible building;
- Understand, support and adhere to Company policies, programs, and procedures;
- Comply with all legislative requirements (e.g. *Occupational Health and Safety Act*, *Human Rights Code*, *Employment Standards Act, 2000*, etc.) and other duties as required.

The successful candidate will possess the following qualifications:

- Three years of experience successfully supervising building maintenance (trades work) and grounds work in a large commercial building;
- Demonstrated ability to train maintenance staff (e.g. painting, drywall, minor electrical, minor plumbing, carpentry, tile repair and installation, lawn and garden maintenance, etc.) including safety training;
- High school Diploma. Relevant college certificate an asset;
- BOMI SMT, and/or trade certificates are assets;
- Certified Pool Operator (CPO) an asset (will be required to obtain);
- SCUBA certification an asset;
- Certified Forklift Driver an asset;
- Experience supervising maintenance projects successfully;
- 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;
- Both strong oral and written communication skills in English;
- Demonstrated ability to work both independently with minimal supervision and cooperatively with other team members;
- Must be a fair and capable supervisor able to ensure the motivation and performance of subordinate employees; and
- Must be able to work morning/afternoons, afternoon/evenings and some weekends. Overnights are occasionally required.



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 Joanne Wood, Manager of Building Operations.

E-mail address: jwood@tpasc.ca

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

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.