



Banff Centre is looking for a **Manager, Mechanical Systems**.

About Us

Founded in 1933, Banff Centre for Arts and Creativity is a learning organization built upon an extraordinary legacy of excellence in artistic and creative development. What started as a single course in drama has grown to become the global organization leading in arts, culture, and creativity across dozens of disciplines. From our home in the stunning Canadian Rocky Mountains, Banff Centre for Arts and Creativity aims to inspire everyone who attends our campus - artists, leaders, and thinkers - to unleash their creative potential.

The Opportunity

The Physical Facilities Department is responsible for the overall planning, maintenance and development of Banff Centre's infrastructure. The Manager, Mechanical Systems (MMS) directs the day-to-day operations of the plumbing, electrical, refrigeration, plant maintenance trades and operations departments.

Specific Accountabilities

Reporting to the Director, Physical Facilities and responsible for a team of 12, below are some key responsibilities:

- Plays a key role in the development of Banff Centre as it relates to building and site mechanical systems.
- Plans, organizes, coordinates and directs the trades personnel in the maintenance and repair of all infrastructure relating to site electrical and mechanical systems, as well as the maintenance and operation of building utility systems involving domestic and chilled water, electricity, natural gas, storm and sanitary sewers.
- Enable timely and efficient implementation of strategic initiatives through long-range planning, project development, development of strategic partners and the ongoing operating, maintenance and enhancements of the mechanical systems infrastructure renewal.
- Responsible for establishing overall work requirements and project priorities and by delivering services within budget.
- Contribute to the development of all new facilities and renovations on campus.
- Responsible for training all staff in the safe, efficient operation of all tools, machinery and equipment.
- Develops and implements work policies, procedures and safe work practices.
- Responsible for coordinating all routine repairs and preventive maintenance tasks. Monitors the quality and timeliness of maintenance and repairs and evaluates the performance of staff through periodic inspections and direct daily supervision.
- Responsible for the coordination of Regulatory Inspections of Fire Life Safety Systems, Emergency Power Supply Equipment, etc. Correct any/all deficiencies noted during those inspections in a timely fashion and ensure proper follow up or re-inspections are conducted and recorded.
- Coordinates the development of the Preventive Maintenance program, utilizing specialized software, and updates facility audit information on an annual basis.
- Manages logistical support required to accomplish trade related work.
- Troubleshoots emergency repairs and maintenance. Schedules and maintains an after-hours callback system of personnel, in order to provide emergency coverage for off duty hours.

- Ensures that proper protective equipment is available and in good operating condition and that personnel are trained in its use. Conducts regular safety meetings with shop and grounds personnel.
- Prepares and manages the annual budget in the designated portfolio, including both operating and capital budgets.
- Assists the Director in determining future funding requirements for maintenance projects to be funded under the capital program, by analyzing work statistics and recommending projects to mitigate emergency and other repair work.
- Maintains statistics relating to work programs, work orders, vehicle usage and maintenance, and other data as necessary.
- Coordinates and administers all specialized service agreements applicable to mechanical systems, such as elevators, building automation, fire safety systems, and laundry services.

Qualifications and Educational Requirements

- Minimum of 8 years related trade experience and at least 5 years' experience in a management/supervisory role overseeing the planning, operation and maintenance of large building and associated utility and mechanical systems
- One or more Journeyman Trade certificates in either in plumbing, electrical, refrigeration and/or a 4th Class Power Engineer designation
- Experience working and troubleshooting HVAC systems, heating plant operation and building management systems
- Team leader with proven ability to supervise, train and motivate staff
- Excellent communication, organizational and interpersonal skills.
- The ability to solve problems and meet deadlines under pressure.
- Proficiency in Windows based software applications including word processing, spreadsheet and database software
- Experience in a unionized environment will be considered as asset
- Project management experience strongly desired
- Budget experience preferred

Application Process

For more information and to apply for this opportunity, please visit <https://bit.ly/2JghHel>