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Ground Maintenance Manger/ Facilities Manager

Description

Our Client is searching for a Maintenance Manager, who will be responsible for overseeing maintenance, managing team members, and ensuring compliance with regulations and budgets. They are searching for someone with a keen attention to detail and problem-solving skills which will be essential in maintaining a safe and productive working environment.

If you have proven maintenance and management experience with strong organizational and leadership skills, apply today!

Work Schedule: Full time schedule – will require evening and weekend availability

Hiring organization

Entourage Human Resources

Employment Type

Full-time

Duration of employment

perman

Job Location

Chateauguay

Base Salary

\$ 70,000 - \$ 80,000

Date posted

1 March 2024

Responsibilities

- Oversee the upkeep, maintenance, and cleanliness of the company buildings and grounds.
- Maintain and optimize a structure for maintenance and groundskeeping planning, project management, and scheduling.
- Ensure that all company equipment and property are maintained, operational, and in safe working order.
- Plan allocation and best utilization of space for inventory and equipment in buildings.
- Conduct preventative maintenance audits and develop corrective action plans to address deficiencies.
- Manage and lead projects to ensure minimum disruption to core business activities and guest traffic.
- Collaborate with the Facilities Director as well as the Maintenance Supervisor in the hiring, orientation, mentoring, and development of team members; collaborate with HR to address workplace issues and disciplinary actions as they arise.
- Provide overall leadership to the department and establish a workplace environment that is engaging, safe, and effective at producing results as determined by management.

- Establish, track, and analyze supplier relationships.
- Ensure all activities of the department are in compliance with policies, applicable local regulations, budgetary requirements and best practices.
- Calculate and compare costs for required goods or services to achieve maximum value for money.
- Review and report on all departmental spending activities and monitor expenditures on an ongoing basis, including budget reporting.
- Report on and provide visibility to management on the status of maintenance and housekeeping projects.
- Respond to off-hours maintenance emergencies.
- Implement a CMMS (centralized maintenance management system).
- Track historical and financial data, logbooks, and major assets (Resto equip, Fridge, HVAC, UPS, Generators, Transformers, Fire suppression systems, Sprinkler control alarm panel, etc.).

Qualifications

- Bachelor's degree in a relevant field (e.g., engineering, facilities management) preferred.
- 5-7 years of experience in maintenance and facilities management.
- Bilingual (English/French) in order to communicate with contractors/vendors across Canada/US
- Proficiency/solid understanding in technical areas such as equipment maintenance, HVAC, electrical systems, and plumbing.
- Strong leadership and team management skills.
- Excellent problem-solving abilities.
- Budget management experience.
- Knowledge of safety regulations and compliance requirements.
- Strong communication skills (written and verbal).
- Skilled in problem solving and decision-making
- Ability to collaborate and communicate in a cross-functional environment
- Solid computer skills, including including CMMS software, Google Suite (Google Docs, Google Sheets), excel and scheduling software
- Workforce scheduling experience (to adequately meet business needs)
- Must be able to uphold the highest level of confidentiality
- Ability to work all shifts including weekends and holidays when needed

Job Benefits

Competitive compensation (base salary \$70K-\$80K depending on experience, plus performance bonuses)

- Flexible scheduling opportunities
- Food discounts
- Full paid training
- Advancement opportunities
- Free parking