

Facility Operations Manager Job Description

The Standard and District Agricultural Society (Standard Ag Society) is looking for a Facility Operations Manager to oversee its indoor arena, outdoor arena, and baseball diamonds. The Standard Ag Societies mandate is to “encourage improvement in agriculture and enhanced quality of life for persons living in the community by developing educational programs, events, services and facilities based on needs of the community”. More specifically and relating to this position, the Standard Ag Society manages and operates recreational facilities, including the Standard and Rosebud Arena and the Sports and Baseball Grounds (the Facilities) within the Village of Standard.

Job Summary

The Facility Operations Manager will be responsible for managing the day to day operation of the Facilities. They will oversee multiple employees and contractors and engage directly with facility users, reporting to the Standard Ag Society Board of Directors. They will ensure that the Facilities are safe, clean, welcoming, and well maintained.

Responsibilities

The Facility Operations Manager responsibilities will involve managing the Facilities, the personnel operating the Facilities, and general operations. They will be responsible for:

Facility:

- Ensuring proper operation and maintenance of structures and equipment;
- Ensuring cleaning and maintenance are performed to adequate standards;
- Ensuring documentation and record keeping are up to date and readily available; and
- Communicating any issues or concerns to the Standard Ag Society Board of Directors.

Personnel

- Overseeing staff hiring, scheduling, training, and competencies;
- Conducting evaluations and staff performance reviews;
- Taking disciplinary action to address performance deficiencies; and
- Working closely with the Ice Scheduler and Event Coordinators to ensure adequate staffing and facility availability.

General

- Reporting to the Standard Ag Society with both verbal and written reports regarding: Facility maintenance, staff, contractors, safety, and budgeting;

- Attending the monthly meeting of the Standard Ag Society Board of Directors;
- Contributing to the planning and execution of new and existing programs and opportunities;
- Making recommendations regarding budgets by monitoring revenues and expenditures;
- Assisting in project planning and implementation;
- Maintaining and updating facility protocols and procedures; and
- Ensuring continuity of communication with past, existing, and new board members.

Qualifications and Requirements

The Facility Operation Manager will be required to have:

- Grade 12 education or higher;
- A Criminal Vulnerable Sector Check;
- Knowledge of Occupational Health and Safety Standards;
- Computer skills, including proficiency in Google Applications and Microsoft Office Suite;

Preference will be given to those who possess the following certifications from the Alberta Association of Recreation Facility Personnel:

- Arena Operator Level 1; and
- Arena Maintenance

Training and certification will be offered to employees on an individual basis.

The Facility Operation Manager should also have:

- Technical and mechanical know-how;
- Problem solving skills including creative and innovating thinking strategies;
- Strong communication skills;
- A positive attitude; and
- Time management and teamwork skills.

Work Conditions

The Facility Operation Manager must be physically capable of performing the required tasks, including walking, running, sitting, lifting, crouching and kneeling for extended periods of time. Lifting of up to 50 lbs may be required. They will be required to work directly with mechanical parts and in outdoor temperatures. The work may include extended hours and on call availability responding to emergency situations.

Compensation

The Facility Operations Manager position will be part time and seasonal. The position will be approximately 10 to 15 hours per week, primarily during the arena operating season from

September through March. Some time would be required during spring and summer months, approximately 1 to 2 hours per week, for assisting in operating the Baseball and Sports Grounds. Additional hours would be based on project requirements, and would require board approval. The salary for this position would start at \$25/hr depending on experience and competency, which would be paid monthly.

How to Apply

If interested in the Facility Operations Manager position, please forward a resume to the Standard and District Agricultural Society at StandardAgSocietyPresident@gmail.com, or contact Brendan Christensen at 403-828-5315.