

# THE INTERNATIONAL CENTRE

## Job Description - Assistant Maintenance Manager

**Position Title:** Assistant Maintenance Manager

**Department:** Maintenance/Engineer Operations

**Reports To:** Director of Operations

### Job Summary:

The Assistant Maintenance Manager, also known as a repair worker, is responsible to fix and maintain mechanical equipment, buildings, and machines. Tasks include plumbing work, painting, flooring repair and upkeep, electrical repairs, and heating and air conditioning system maintenance. The role is responsible for the implementation of strategies and maintaining The International Centre's property, equipment, and grounds. The Assistant Maintenance Manager works in collaboration with all departments on projects and special assignments. To thrive in this role you should have previous experience in maintenance, be highly skilled with various hand and power tools, and be able to read blueprints and repair manuals. There are interactions with a cross-section of internal (Sales, Events Management, Event Operations, and Food & Beverage Team Members) and external (customers, suppliers, and service providers) stakeholders.

### Key Responsibilities and Accountabilities:

- Assist in the Supervision, guidance, and engagement of Maintenance/Engineer employees.
- Train and lead others to perform preventive maintenance functions maintaining standards, and minimize the services of outside contractors.
- Assist and support, develop and implement plans to keep the property, equipment, and grounds in an excellent state of repair and working order.
- Assist and provide input on the assignment and tracking of tasks through the Engineering database.
- Ensure an adequate supply of products is on hand for daily requirements and emergency maintenance situations. Use engineering database to place and track orders.
- Follow and promote policy and procedure regarding the performance and behavior of engineering employees.
- Adhere to Health and Safety regulation, fire prevention programs and train employees as required.
- Maintain accurate records regarding routine inspections of all mechanical equipment, safe handling procedures of chemicals, and daily work/project logs.
- Oversee the maintenance/repair of HVAC equipment.
- Provide on the job staff training.
- Generate communication to staff, suppliers, clients, clients, and tenants regarding construction/maintenance work.
- Guides various internal committees on all Building and Facility related inquire.

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- Assist with overseeing the development, implementation, and adherence of all preventative maintenance programs. This includes inspections to ensure all procedures, equipment within the building, and the building itself are up to code meets all standard government regulations.
- Assists with the maintenance of the calendar of contracted services; utilizing budget assumptions and scheduling contractors accordingly or as needed.
- Assist with the managing of contractor relationships; providing input and feedback during negotiations of terms of service and monitoring renewal dates and clauses.
- Assist with the project management of all related building changes and expansions, including any modifications/improvements to building systems.
- Participate in budget preparation and cost analysis.
- Actively participates in competitive shopping for price quotes as a measure of cost containment.
- Assist in tendering process for repair and renovation work, supplies, and equipment costs.
- Assists with allocating the appropriate resources required to implement the department strategic plan.

#### **Working Conditions:**

- 30% office, 70% in the fieldwork, where working conditions may require working in the extreme cold and/or heat outside for long periods.
- Available to work 24/7 all shifts that include evenings, midnights, days, weekends, and holidays, when required.
- May be required to climb on ladders etc. to increased heights; lift between 25-50 lbs.

#### **Job Specifications and Qualifications:**

- Any licenses trade certificates such as Gas, HVAC, Plumbing, and/or Electrical are assets.
- Knowledge of building maintenance; refrigeration, fire protection system, plumbing, heating, electrical, generators, painting, and general carpentry repairs.
- Time management and planning skills. Strong problem solving/troubleshooting skills with the understanding of cost and time.
- Ability to read, manipulate and extract information from drawings using CAD software.
- Ability to create and modify PDF drawings using Illustrator and Acrobat software
- Previous supervisory experience.
- A minimum of 3 years convention, hotel, and/or facility maintenance experience.
- Computer skills, Excel, Word, and Outlook (e-mail and calendar).
- Must be highly motivated with high energy that excels in unique challenges and thrives under pressure efficiency.
- A mandatory criminal background check will be conducted for sensitive areas within the organization.

If you're interested in this position and have the qualifications listed, please send your resume to [careers@internationalcentre.com](mailto:careers@internationalcentre.com), **no later than April 6, 2022** for consideration.