

THE INTERNATIONAL CENTRE

Position Title: Director of Engineering, Property Management

For decades The International Centre has been home to Canada's largest and most popular events, offering superior service and inspired event solutions from our knowledgeable staff. With the addition of the new Conference Centre and state-of-the-art kitchen, The International Centre boasts an upscale atmosphere and an exceptional culinary experience.

Why The International Centre

We offer a competitive employment package and foster a dynamic work environment that provides individuals with the opportunity for career advancement and continuous training and development.

Job Summary

The Director of Engineering, Property Management, is responsible to oversee and be hands-on with respect to the integrity of the physical property, daily operations, life safety systems, grounds, and aesthetic refurbishment in a manner that meets and exceeds the expectations of our guests and peers. The Director of Engineering is the key figure responsible for the development and implementation of plans that keep The International Centre property, equipment, and grounds in an excellent state of repair and within compliance with all governing bodies while simultaneously coordinating any required future development of the property and supporting all departments involved.

Duties and Responsibilities

To plan, organize and secure the required resources necessary to carry out regular preventative maintenance activities that maintain the aesthetic conditions of, but not limited to the following International Centre spaces:

- Exhibition Halls, Conference Space, Public Lobbies and Areas
- TIDC, Leased Premises
- Back of House Areas / Outdoor Spaces

To plan, organize and secure the required resources necessary to carry out regular preventative maintenance of all Building Operating systems (HVAC and all other support) and all Fire/Life/Safety systems consistent with manufacturers' recommendations while meeting compliance with all governing authorities having jurisdiction.

- Determines scope and frequency of preventative maintenance activities
- Secures the necessary resources to carry out desired scope/frequency
- Conducts competitive shopping for price quotes as a measure to reduce overall cost. Recommends 3rd party contractors as appropriate to required approvers
- Maintains detailed records in compliance with the requirements/expectations of all authorities having jurisdiction.

- Responsible for managing contractor relationships and assists in the negotiations and terms of service agreements and contracts, i.e. monitors annual and seasonal contracts, observe renewal dates and clauses.

Champions the reduction of energy consumption at all levels throughout the organization.

- Identifies and prioritizes areas for reduction in consumption
- Develops and maintains an action plan to reduce consumption
- Monitors and reports on progress on at least a monthly basis

To plan and provide the estimated financial requirements, through the annual operating budget, necessary to operate/maintain the property's aesthetic conditions, grounds, building operating, fire/life/safety systems in a manner consistent with the prescribed expectations.

To lead the planning and implementation of approved capital projects

- Facilitates the definition of project scope, goals, and deliverables
- Verifies that design specifications are comprehensive, clarifying any omissions/oversights and provide design direction/scope as required
- Based on design specifications, secures construction bids / FF&E bids
- Works with contractors, suppliers, lessees, senior management to ensure an efficient, smooth and cost controlled project life cycle

Participation in the property's Health & Safety Committee with a focus to promote safe practices, procedures and conditions, eliminating workplace hazards and injuries.

- Participates in the quarterly meetings
- Receives requisite workplace departmental inspections
- Develops, actions and monitors progress on an Action Plan to remedy/correct workplace deficiencies/hazards

Champions the Safety and Security of the property's Guests and Employees

- Develops and maintains an approved Fire/Life Safety Emergency Plan
- Leads the property's Emergency Response Team
 - Communicates expectations/procedures to all Departments to secure appropriate responses in any emergency
- Conducts fire/emergency response drills in order to heighten state of readiness in the case of an emergency
 - Monitors performance during drill
 - Corrects all deviations from Plan

To direct and monitor performance and functions of the Maintenance Department by operating the department in a manner consistent with the Continuous Improvement Planning "CIP" process, identifying and remedying the top actionable property/guest issues on an at least monthly basis.

- Responsible for supporting, developing, coaching and training Engineering personnel.
- Establishes and enforces rules and regulations regarding the performance and behavior of Engineering staff

Other Duties:

Supports ongoing event business with the operation and maintenance of infrastructure related to our shows and events.

Provides expertise and guidance for events and shows regarding site facilities
Supports development of property, specifically for TIDC
Additional duties as required

Job Specifications and Qualifications

- Minimum 5 years of previous maintenance work experience in a leadership capacity and in an operational service environment is required.
- Licensed to operate forklifts and aerial lifts is preferred
- Trades Qualification Certification is considered an asset.
- Above-basic to advanced/thorough knowledge of all aspects of property maintenance, including plumbing, carpentry, electrical, painting, machine repair and boilers.
- Knowledge of local building, fire, health, and safety codes is preferred.
- Proficient in computer applications a must (i.e., MS Office, WORD, Excel)
- Ability to multi-task and effectively manage numerous priorities within a fast-paced environment.
- Must be able to move, lift, carry, push, pull, and place objects weighing less than or equal to 25 pounds without assistance.
- Must be able to reach overhead and below the knees, including bending, twisting, pulling, and stooping.
- Must be able to stand, sit, or walk for an extended period.
- Must have scheduling flexibility, with ability to work evenings, weekends and holidays when required.
- Emergency First Aid and CPR Certification

If you're interested in this position, **please email your resume to careers@internationalcentre.com, with the title of the position in the subject line, no later than January 16, 2023**, for consideration. While we sincerely appreciate all applications, only those candidates selected for an interview will be contacted; all others will be kept for future opportunities.

The International Centre has an accommodation process in place which includes providing accommodations for our employees and applicants with disabilities. If you have a disability and require any special accommodations, please let us know as soon as possible so that we can make arrangements required to ensure your needs are accommodated. We are committed to a barrier free workplace.

Disclaimer: This job description is not intended to be all inclusive. The International Centre reserves the right to revise or change job duties.