

Facilities Manager



The Organization:

Southport Aerospace Centre Inc (Southport) is a not-for-profit, non-share corporation that manages the assets of the former Canadian Forces Base Portage la Prairie, which was originally established in 1940 as a training base for military pilots.

As a property management and development company, Southport has diversified its tenant base to include health administration (Southern Health–Santé Sud), education and training (RRC Stevenson Aviation, Assiniboine Community College, Accelerated Christian Education Canada), manufacturing (Airport Technologies Inc.), addictions counselling (Addictions Foundation of Manitoba), childcare (Portage Day Care Centre), and support services for the military flight contract (Canadian Base Operators, KF Aerospace).

The Opportunity:

Southport is seeking an effective leader with growth potential to manage the operational integrity of the organization. Reporting to the Director Operations, the **Manager, Facilities** will have the responsibility of managing the operations, service delivery and maintenance of Southport's facilities and assets.

Key Responsibilities:

- Overall responsibility for day-to-day operations, including supervision of direct reports, contract services, and operation support services;
- Direct and manage day-to-day maintenance of facilities, including of planning, reporting, review, inspection and preventive maintenance program;
- Prepare, evaluate, negotiate and manage contract services;
- Monitor and manage long term capital investment plan;
- Develop and implement capital projects and major improvements to the facilities and infrastructure, which includes capital planning, construction, cost estimates, contract management, and analysis;
- Provide guidance and leadership to staff, contractors, consultants and other stakeholders on matters relating to operations;
- Develop business strategies and plan to drive improvements to operational efficiency and customer satisfaction;
- Prepare, plan, tender, evaluate and manage projects;
- Responsible for performance. Maintaining and updating Airport operating plans; and
- Develop, implement and monitor environmental, health, safety and security.

Selection Criteria:

- University degree and/or college diploma related to the position and/or equivalent years of experience;
- Red Seal Electrician, CET (and/or equivalent experience) preferred;
- Experience in creating/monitoring budgets as well as managing capital projects;
- Working knowledge of Microsoft Office and AutoCAD;
- Ability to motivate others to achieve goals and objectives in a time-sensitive environment;
- Resourceful with the ability to manage multiple initiatives and strong prioritization skills;
- Exceptional customer service knowledge and capacity to create a personalized process or experience with various stakeholders;
- Experience in Managing a Facility Maintenance Department or similar experience supervising staff;
- Superior oral and written communication skills, with the ability to communicate in a clear and concise manner;
- Strong interpersonal skills and the ability to collaborate with cross-functional business partners to achieve results; and
- An enthusiastic and optimistic outlook, with a focus on achieving positive outcomes in spite of challenges and a dynamic and complex environment.

*Individuals interested in this opportunity, please forward a resume and cover letter in confidence to
Morgan Sinclair at morgan@harrisleadership.com quoting project #20114*

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