



Exhibition Place

JOB OPPORTUNITY

JOB TITLE: Director, Operations Services

JOB TYPE: Permanent

HOURS OF WORK: 35 hours/wk.

SALARY RANGE: \$115,299 - \$145,409/yr.

POSTING DATE: May 16, 2019

CLOSING DATE: June 10, 2019

Reporting to the General Manager, Operations the Director of Operations Services is a member of the senior management team, and will direct and provide leadership to the Operations service areas for the direct management of the division, including the operations, financial and planning objectives.

Major Responsibilities

- Develop and lead complex change management initiatives and the development of policies and strategic objectives.
- Establish a positive, healthy and safe work environment in accordance with all appropriate legislation and regulations.
- Identify and evaluate the risks to the organization's affiliations (staff, clients, volunteers and contractors), property, finances, goodwill and image, and implement measures to control risks.
- Direct the provision of maintenance and show services including carpentry, electrical, energy management, mechanical, fleet operations, heating/ventilation/air-conditioning, locksmith services, painting, plumbing, vehicle maintenance and welding.
- Develop and manage the planning and implementation of environmental and energy conservation initiatives.
- Direct the preparation of cost estimates for the supply of services.
- Direct and manage the district energy plant including the supply of power to District Energy System (DES) customers.
- Direct and manage the Exhibition Place owned and operated high voltage system and the utilities metering system across the grounds.
- Identify and analyze operational issues and advise the General Manager.
- Consult and advise of cost-effective solutions to client functional requirements.
- In consultation with the Capital Works Manager, provide operational management and technical consultation for capital works projects.
- Participate on project teams as a strategic resource in a leadership capacity.
- Initiate the development and implementation of policies, procedures and standards in the area of electrical/mechanical and maintenance operations.
- Develop and manage operating budget for the division, and provide input to the capital budget.
- Lead the administration of the collective agreements including dealing with union officials in the areas of negotiations, arbitrations and grievances.
- Assist in the preparation of tender documents, quotations and contracts related to facility services.
- Perform other duties as assigned.

Required Qualifications

1. Post-secondary education in a discipline pertinent to the job function or an equivalent combination of education and experience in a large scale facility and / or in the trade and consumer show industry.
2. Extensive experience at a senior level in the management of building systems services in a campus environment with strong understanding of high voltage systems and evidence of past successful performance as a senior manager.
3. Experience in directing/managing staff in a unionized operational services environment.
4. Experience in a trade and consumer show environment would be an asset.
5. Strong functional ability in the use of a standard office suite of computer programs and knowledge of facility management software packages.
6. Excellent skills in the area of verbal and written communications, interpersonal, conflict resolution and problem solving at all organizational levels including political level and third party clients.
7. Required to work nights, weekends and/or holidays, and on call, as required in support of operational requirements.
8. Extensive knowledge of and ability to interpret collective agreements, *Occupational Health & Safety Act*, Workplace Hazardous Materials Information System, applicable codes, standards, guidelines and government legislation as they apply to operations services.
9. Proven customer services skills.

How to Apply:

To apply for this position, mail, fax or e-mail your resume/application and cover letter which describes your qualifications in relation to the qualifications required to: Human Resources Division, 100 Princes' Boulevard, Suite 1, Exhibition Place, Toronto, Ontario, M6K 3C3. Fax (416) 263-3690 or by e-mail to humanresources@explace.on.ca

Accommodation:

Exhibition Place is committed to fostering a positive and progressive workforce. We will provide equitable treatment and accommodation to ensure barrier-free employment in accordance with the Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act and Exhibition Place's Accommodation Policy. You can request accommodation at any stage of our hiring process.

If you are invited to participate in the assessment process, we ask that you provide your accommodation needs in advance at that time. Please be advised that you may be requested to provide medical/other documentation to Human Resources to ensure that appropriate accommodation is provided to you throughout the process.

We thank all applicants, however, only those who meet the minimum qualifications will be considered for review.