

ARENA OPERATIONS COORDINATOR

Position ID: J0917-0254

Job Title: ARENA OPERATIONS COORDINATOR

Job Type: Full Time

Department: Arenas

Number Of Positions: 1

Closing Date: September 18, 2017

Min Salary: \$62,414.00/Year

Max Salary: \$79,018.00/Year

The City of Airdrie fosters a culture of accountability and values open dialogue, innovation and entrepreneurial spirit, collaborative relationships, learning, ownership, and encouraging the heart. We are searching for another team member who will help us get to the next level.

Business Unit Information:

To provide five safe, quality indoor ice surfaces to Airdrie citizens, for the purposes of recreation, wellness, and local organized sport.

Reporting to the Team Leader of Arena Operations, the Arena Operations Coordinator is responsible for overseeing and coordinating the daily direction of up to 50 staff, the operations and multiple contracts for 3 facilities with a total of 5 sheets of ice at the City of Airdrie.

This coordinator position includes, implementing and maintaining safe and efficient use of the equipment and buildings.

Primary Accountabilities Include:

People management:

- Work with the team leader in providing team support and management
- Provide daily direction and leadership to full and part time staff (recruiting, training, monitoring and coaching)
- Oversee staff scheduling, monitor and approve time cards
- Work with the team leader to develop and schedule staff in-service training meetings

Operational:

- Monitor and operate equipment
- Offer trouble shooting expertise for equipment repair and maintenance
- Provide expert level assistance with ice resurfacing and other operational duties
- Develop and maintain preventive maintenance schedules and systems
- Ensure building is safely operated and maintained, ensuring all standards and codes are met

Business and Budget management:

- Project Management - coordinate with contractors, administration of purchase orders requests, procurement and monitoring of service contracts
- Manage expenditures and review budget - provide assistance to the team leader in development of annual operational and capital budgets by researching and gathering data on service costs and justifications for capitals plans
- Oversee asset management – review and delegate daily work orders, preventive maintenance schedules and report on trends

Other:

- Develop working partnerships and strong lines of communication with technical experts in various departments

- Develop criteria for RFP's and selecting proposals
- Participate in multi department RFP proposals representing arenas operational requirements in city wide contracts
- Active participation on City Safety Committee
- Develop strong working relationships with external user groups

Education/Experience Requirements:

- Minimum Arena Operator II certificate
- Power Engineer certificate, minimum 5th class
- Minimum 5 years of experience in arena operations, preferably in a supervisory or leadership role
- Minimum 3 years of people management – recruiting, training, directing and coaching
- Expert level knowledge and experience with ice plant, equipment and facility efficiency of performance (such as knowledge of building temperature controls for peak performance efficiencies)
- Understanding of current standards and/or best practices in arenas and ice plants
- Expert level of experience with computerized ice-resurface systems
- Considerable experience and ability with various computer software such as, Microsoft suite (outlook, word, excel), financial and budgeting software, time entry/payroll software, work-order and inventory tracking systems
- Preference given to those individuals with strong project management experience and ability to manage contractors and service agreements
- Standard First Aid – Level C CPR and AED certificate
- Valid Class 5 Alberta driver's licence

Skills and Attributes:

- The ideal candidate will bring an optimal combination of passion and drive, technical expertise, business acumen, interpersonal skills, creativity and customer focus
- Strong computer skills
- Strong communication, presentation, negotiating and influencing skills with the ability to present complex issues effectively
- Resourceful and well organized
- Excellent attention to detail
- Independent decision-making, problem solving and analytical skills with the ability to look outside the box for best practice actions
- Ability to work in a flexible environment to meet deadlines
- Passion for the environment and for continuous learning
- Expert understanding and comfort with facility management, understanding the impact and effectively responding to changing conditions of a building

Additional Information:

This is a 40 hour per week position, working within a shift schedule, including evenings and weekends.

This full time position includes a comprehensive benefits and pension package.

The successful candidate must be able to perform physically demanding tasks and will regularly be required to lift, bend, and kneel.

A cover letter as a means of introducing yourself and your interest in this role is required.

*Please note: Interviewing may commence prior to the posting closing date.

Application Process:

Candidates are invited to apply online at www.airdrie.ca.