

REF# 136



TSUUT'INA NATION HUMAN RESOURCES DEPARTMENT

9911 Chiila Boulevard, Tsuut'ina Nation, AB T2W 6H6

Phone: 403-238-6107
Email: jobs@tsuutina.com

EMPLOYMENT OPPORTUNITY

*****General Manager*** (Re-post)**

Department: Tsuut'ina Nation Seven Chiefs Sportsplex & Chief Jim Starlight Centre

Reports to: Community Programs Portfolio Liaison Officer

JOB DESCRIPTION

Reporting to the Community Programs Portfolio Liaison Officer, Operations the General Manager will be responsible for ensuring that the facility is managed in a manner that contributes to the achievement of objectives established through annual operating plans. The General Manager provides strong and effective day-to-day leadership and management fostering an environment that encourages full team contribution by all employees to overall company objectives.

KEY DUTIES & RESPONSIBILITIES

- Supervises maintenance, building supervisors, and volunteer staff
- Plans, coordinates and directs use of the Seven Chiefs Sportsplex & Chief Jim Starlight Centre
- Develop and implement a facility management program including preventative maintenance and life-cycle requirements
- Conduct and document regular facilities inspections
- Ensure compliance with health and safety standards and industry codes
- Plan and manage facility central services such as reception, security, cleaning, catering, waste disposal and parking
- Obtain quotes and tenders from vendors and suppliers
- Verify payment and invoicing match contract pricing
- Plan and monitor appropriate facility management staffing levels
- Prepare and track facility budget
- Assure security of the facility
- Respond to facility and equipment alarms and system failures

- Provide prompt response to requests and issues from facility occupants
- Prepare monthly reports for Community Programs Program Liaison Officer
- Provide semi-annual and annual reports to Dit'onik'za Charities

Minimum Qualifications

- Degree in Business, Recreation, Facility Management or a combination of experience and education.
- 5 years' experience in sports facility management, including marketing experience,
- Experience with the technical aspects of ice making and maintenance preferred,
- 5 years of experience managing facility operations (e.g. programs, rentals, budget, maintenance).
- Three years of experience supervising staff.
- Experience in writing reports, RFPs, and contracts.
- Experience establishing and maintaining collaborative working relationships with the general public, athletic associations, staff and vendors.
- Computer skills in Microsoft office suite (Word, Excel, Publisher and PowerPoint) and recreation registration software (e.g. RecTrac, Max Ice).
- Must possess a valid driver's license.
- Must be prepared to provide a current criminal record check including vulnerable check
- Must sign an Oath of Confidentiality

NOTE:

Please note that this organization adheres to Sections 1 - 9 of the Aboriginal Employee Preference Policy for selection and displacement. Only those applicants selected for an interview will be contacted. The successful candidate will be under a probationary period at the commencement of his or her employment.

Apply in writing to: Tsuu T'ina Human Resources Department
Fax: 403-238-6125
Email: jobs@tsuutina.com

Competition Opens: September 26, 2018

Competition Closes: October 10, 2018