

# CAREER OPPORTUNITY

Could you be the new Manager of Facility Operations for the Medicine Hat Community Housing Society? If your personal values include respect, integrity, accountability, collaboration, dedication and innovation, we are on the same page. If you are motivated by performance based planning and managing a system focused on quality customer service and continuous improvement, we should keep talking. If you are interested in serving your community through the professional delivery of a variety of housing programs, joining the team at the MHCHS is worth considering.

## THE MEDICINE HAT COMMUNITY HOUSING SOCIETY IS LOOKING FOR A MANAGER OF FACILITY OPERATIONS

### WHAT WOULD YOU BE RESPONSIBLE FOR?

- Management and monitoring of department performance, based on established Key Performance Indicators
- Timely and accurate reporting on the business activities of the department
- Successful management and quality control of all activities and resources related to the 597 units under the ownership and/or management of the MHCHS
- Management and monitoring of Preventative and Planned Facility Maintenance programs, and Capital Improvement plans for all properties
- Employee Performance Management for a team of 7 dedicated and hardworking employees
- Developing and monitoring the department budget
- Coordination and control of supplies, material and equipment for the department
- Management and monitoring of Health & Safety Program
- Working effectively and in collaboration within a leadership team, in achieving optimum performance around MHCHS business objectives
- Promoting positive, professional relationships with staff, other MHCHS departments, tenants, landlords, applicants, suppliers, contractors and community organizations

### WHAT EXPERIENCE SHOULD YOU HAVE?

- Management training and/or 5-7 years practical business management experience
- Human resource training and/or 3-5 years managing employees
- Proven ability to successfully manage, supervise and deal effectively with people at all levels
- Ability to prepare and administer substantial budgets and related project management
- Facility Management/Building Operator Certification or relevant business related credentials an asset
- Practical experience related to facility management an asset

### ARE YOU SUITABLE?

- Community minded and positive leadership qualities
- Understanding of effective business management principles, commitment to professional and ethical practice
- Strong ability to work within computer database, Windows and MS Office
- Proficient in both written and spoken English
- Valid driver's license, clean driver's abstract and clean criminal record check



**APPLY TO:**  
MEDICINE HAT COMMUNITY HOUSING SOCIETY  
#104 - 516 3<sup>RD</sup> STREET SE  
MEDICINE HAT, AB T1A 0H8  
ADMIN@MHCHS.CA  
403-527-4507

**POSITION: MANAGER OF FACILITY OPERATIONS**  
**PERMANENT FULL TIME**  
**REPORTING TO: CHIEF ADMINISTRATIVE OFFICER**  
**CLOSING DATE: OCTOBER 22, 2017 AT 12:00PM**  
**ANTICIPATED START DATE: NOVEMBER 14, 2017**  
**SALARY: COMMENSURATE WITH EXPERIENCE**

