

Building Services Manager

Ready to make your mark in the Arts?

Established in 1959, Canada's National Ballet School (NBS) is one of the world's foremost training institutions for aspiring young dancers and teachers. Attracting students from across the country and around the world, NBS is the only ballet academy in North America to provide elite dance training, academic instruction and residential care on the same campus. The School's progressive curriculum, with its emphasis on the physical and emotional well-being of the student, has put NBS at the forefront of dance training internationally.

Making dance relevant to all persons through its philosophy of 'sharing dance' sees NBS engaging a diverse mix of participants, from school children to people living with Parkinson's Disease, in both on and off-site classes.

Canada's National Ballet School is currently inviting applications for the **regular full-time** position of:

BUILDING SERVICES MANAGER

Under the direction of the Head of Property and Operations (P&O), the Building Services Manager oversees the day-to-day operations of the School's facilities, ensuring maintenance of the physical building, technical systems, cleaning of the facilities and event set ups. The incumbent will manage and maintain the furniture, fixtures and equipment inventory.

Major Duties and Responsibilities:

- Designs, implements, maintains a comprehensive preventative maintenance programme for the buildings and equipment;
- Manages the work order ticket system;
- Responsible for the recruitment and development of maintenance staff;
- Utilising a positive leadership style, responsible for maintaining a motivated and professional maintenance team;
- Develops standard operating procedures (SOP's);
- Provides support to the Head of P&O in the preparation of the operating budget and assists with the management of contractors;
- In co-operation with the Building Operator, develops and maintains energy management strategies;
- Member of the Joint Health and Safety Committee.

Requirements:

- Post-Secondary education in Facility Management or related program;
- 8+ yrs. hands-on building operations experience, 5+ yrs. supervisory exp. in an education/cultural/events venue;
- JHSC Basic & Level II certification, CPR & First Aid, WHMIS;
- Expert knowledge of the maintenance and upkeep of the physical property and its equipment;
- Strong, collaborative leadership skills including excellent communication skills – both written and oral;
- Knowledge of Fire Code, Building Code and other relevant regulation and legislation;
- Excellent organizational, planning and problem-solving skills with attention to detail and accuracy;
- Strong knowledge of MS Office (Outlook, Word, and Excel), ability to operate BAS & CMMS programs;
- Excellent budget management and purchasing skills;
- Demonstrated skill in handling emergency situations involving crowd control and building evacuation.

Successful candidates must supply Canada's National Ballet School with a Police Reference Check in accordance with the School's Child Abuse/Sexual Abuse Prevention Policy; this will be coordinated through the Human Resources Department of NBS.

Qualified applicants should direct applications, including resume and cover letter, **with salary expectations**, to careers@nbs-enb.ca, by **February 9, 2020*** and include "**Building Services Manager 2020**" in the subject line of your email.

Canada's National Ballet School is located at 400 Jarvis St., Toronto, Ontario M4Y 2G6.
Please visit www.nbs-enb.ca for more information.

*** Consideration of applications will begin immediately and continue until the position is filled.**

NBS thanks all candidates for their interest; however, only those selected for interviews will be contacted.

NBS is committed to providing accessible employment practices, in compliance with the AODA. Requests for accommodation can be made at any stage of the recruitment process, applicants are asked to make their needs/requirements known.