

## University of Manitoba - Manager Mechanical Services

The University of Manitoba is a driving force of innovation, discovery and advancement. Our momentum is propelled by our campus community – UM faculty, staff and students whose determination and curiosity shape our world for the better. Our teaching, learning and work environment is uniquely strengthened and enriched by Indigenous perspectives. With two main campuses in Winnipeg, satellite campuses throughout Manitoba, and world-wide research, UM's impact is global.

Discover outstanding employee benefits, experience world-class facilities and join a dynamic community that values reconciliation, sustainability, diversity, and inclusion. We are one of Manitoba's Top Employers and one of Canada's Best Diversity Employers. At the University of Manitoba, what inspires you can change everything.

### **The opportunity:**

The Manager, Mechanical Services reports to the Assistant Director, Operations and Maintenance and is responsible for the supervision and management of all the functions performed by the Shop. Mechanical Services has two Assistant Managers in direct reporting relationships: one responsible for Plumbing and Steam Lines; and one responsible for Refrigeration and Controls systems.

The Manager, Mechanical Services oversees the management and coordination of all the plumbing, steam, and HVAC systems inspection, maintenance and repair work on the infrastructure portfolio managed by the shops. As such, this role carries a high level of accountability associated with each of the three technical domains (Plumbing/Steam, Refrigeration, Controls).

Responsibilities include the management of human resources, operations, and budget to ensure safe, efficient and effective operations. The Manager, Mechanical Services must be familiar with all aspects of the aforementioned trades and has the additional responsibility to coordinate special funded projects that are mechanical in nature. This position must be capable of setting priorities and allocating staff to meet the continuing demand for services within a tight budget.

### **The qualifications and experience we're looking for:**

- A B.Sc. Mechanical Engineering, or Technology Diploma (CET) with either CIM or PMP designations, in order of preference listed, is required.
  - Other similar specialties and combinations of formal managerial education may be considered.
  - Must possess a minimum of 5 years supervisory experience and have a thorough working knowledge of Plumbing, Steam, HVAC, and Controls.
  - Must have a sound knowledge of management techniques and disciplines, and the coordination of maintenance teams.
  - Must have experience using computerized maintenance management systems to manage workflows and report on maintenance KPI's.
  - Must have a good working knowledge of paper flow systems, record keeping, forms design, and budgetary and purchasing procedures.
  - Strong interpersonal, leadership and communication skills (verbal and written) in English are required.
  - Must have strong computer MS Office skills (Word, Excel, Power Point).
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- Must have the ability to plan and schedule work; read and interpret plans, specifications and architectural blueprints used in building trades to make estimates for material lists and labour requirements.
- Must have the ability and understanding of the operation of shop tools and equipment.
- Must be physically fit and able to go to any part of the campus including roofs and crawlspace.
- Must have the ability to understand and carry out written and oral instructions; to maintain reports, records and provide estimates and pertinent documentation; and to train and supervise employees.
- Must have the ability to work effectively and communicate with other Physical Plant staff, academic staff and students, consultants and contractors.
- Must have the ability to deal with staff effectively to ensure the work is completed efficiently within the constraints of the Collective Agreement.
- Works independently and takes care of several work tasks simultaneously, be able to move easily from one job assignment to the other and maintains continuity and order required for the work to progress effectively and efficiently.
- The nature of the work requires that the incumbent has considerable technical knowledge in the maintenance and construction fields and be able to make decisions of a technical nature and be able to relate directly to the Consulting Professionals.
- A considerable amount of communication, both verbal and written, are prerequisites for this position. It is essential that the incumbent communicates clearly, concisely and effectively, in order to convey correct information when required.
- In addition to the above, the incumbent must be resourceful, exercise diplomacy and skill in their dealings with the Consulting Engineers, contractors, sub-contractors, suppliers, Government Inspection Agencies and University faculty and support staff, in order to maintain harmonious relationships and bring work tasks to successful completion.
- Satisfactory work record, including satisfactory attendance and punctuality, is required.
- Will be required to provide satisfactory Criminal Record Check and Child Abuse Registry.

### **Why the University of Manitoba?**

Along with being one of Manitoba's top employers, we are proud to provide a collaborative and enriching work environment. In addition to a strong compensation package with a competitive salary, the University provides an exceptional workplace that includes:

- Comprehensive group benefits and pension plan.
- Competitive vacation time.
- Employee and Family Assistance Program.
- A full spectrum of professional development opportunities.

Apply today through the University of Manitoba's recruitment site, UM Careers:  
[https://viprecprod.ad.umanitoba.ca/DEFAULT.ASPX?REQ\\_ID=19928](https://viprecprod.ad.umanitoba.ca/DEFAULT.ASPX?REQ_ID=19928)

**Closing Date: July 13, 2022**

**Applications will only be accepted if you apply on UM Careers.**

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The University of Manitoba is committed to the principles of equity, diversity & inclusion and to promoting opportunities in hiring, promotion and tenure (where applicable) for systemically marginalized groups who have been excluded from full participation at the University and the larger community including Indigenous Peoples, women, racialized persons, persons with disabilities and those who identify as 2SLGBTQIA+ (Two Spirit, lesbian, gay, bisexual, trans, questioning, intersex, asexual and other diverse sexual identities).

If you require accommodation supports during the recruitment process, please contact [UM.Accommodation@umanitoba.ca](mailto:UM.Accommodation@umanitoba.ca) or 204-474-7195. Please note this contact information is for accommodation reasons only.

Application materials, including letters of reference, will be handled in accordance with the protection of privacy provisions of *The Freedom of Information and Protection of Privacy Act* (Manitoba). Please note that curriculum vitae will be provided to participating members of the search process.

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