



SOCCER NOVA SCOTIA | BMO Soccer Centre

BMO SC FACILITY MANAGER

Join Our Team as the Facility Manager at BMO Soccer Centre!

Soccer Nova Scotia (SNS) is now accepting applications for the Facility Manager position at BMO Soccer Centre. Are you passionate about sport and dedicated to creating exceptional experiences? BMO Soccer Centre seeks a dynamic and motivated Facility Manager to lead our facility and ensure it operates at peak performance. In this pivotal role, you will oversee daily operations, coordinate events, and maintain an exceptional soccer and sporting environment for players, teams and fans.

Soccer Nova Scotia is a mission-driven organization that values respect, inclusion, innovation, quality, integrity, equity, and diversity. We are looking for a highly motivated Facility Manager as we advance soccer and our community to new heights in Nova Scotia.

If you thrive in a fast-paced environment and have strong leadership skills, we would like to hear from you! Join our vibrant team and make a significant impact in our community. Grow your career with us and be part of a team that celebrates the love of the game!

POSITION OVERVIEW

As Soccer Nova Scotia's Facility Manager at BMO Soccer Centre, you will play a crucial role in ensuring the smooth operation and continued success of our premier facility. You will report directly to the Executive Director (ED) and be a member of SNS's Executive Leadership Team. You will provide operational plans and annual reports, actively contribute to the Executive Management Team, and chair the Facility Management Committee.

Your leadership will be pivotal in overseeing daily operations, maintenance, budgeting, and staff management, ensuring a high standard of service delivery across all aspects of BMO Soccer Centre. You will collaborate with various departments to develop strategic plans, manage financial systems, and enhance community engagement through innovative programming and partnerships.

In this dynamic role, you will also be responsible for maximizing facility use, implementing quality assurance systems, and developing outreach initiatives that strengthen our ties within the community. If you are a proactive leader with a passion for sports and facility management, we invite you to join our team and help us create unforgettable experiences at BMO Soccer Centre!

PRIMARY DUTIES AND RESPONSIBILITIES:

Facility Management

- Lead and oversee the day-to-day supervision and maintenance of the BMO Soccer Centre (BMOSC), including planning, budgeting and scheduling, work distribution/follow-up and monitoring of work conditions.

- Chair and lead the Facility Management Committee meetings. Provide operational reports where required.
- Oversee and/or manage service delivery related to facility programming, facility maintenance, service contracts and bookings within the complex.
- Implement and manage technology solutions for facility operations, including maintenance management software, and booking systems.
- Ensure the implementation of policies and procedures to maintain quality assurance systems for all service delivery components.
- Manage full-time and part-time staff, conduct annual performance evaluations, and collaborate with the Executive Director (ED) on staff compensation and HR planning.
- Develop and implement training programs for staff, with a focus on customer service, safety protocols, and operational procedures.
- Manage maintenance resources and establish systems for preventative maintenance, equipment maintenance, health and safety, energy management, security, asset management, and housekeeping management.
- Ensure that due diligence is carried out in all areas of risk management and health and safety training.

Strategic Leadership and Community Engagement

- An active member of the Executive Management Team and participate in weekly or bi-weekly and regular staff meetings.
- Provide operational plan reports to the ED before SNS Board meetings.
- Provide an annual operations report to the ED for the Annual General Meeting.
- Develop and oversee yearly strategic and operational plans, budgets, financial systems, and rental revenue generation in collaboration with internal department staff and external community resources.
- Work closely with the ED on business development, marketing programs and digital strategy and communications.
- Track trends, best practices, and evolving community needs to ensure current and relevant service delivery.
- Track annual visitor, participant, and spectator attendance and provide reports to the Executive Management Team.
- Maximize the use of the facilities through cooperative programming initiatives, direct programs, partnership arrangements, special events, rentals and other uses.
- Establish and maintain relationships with community partners, local businesses, schools, and sports organizations, to encourage collaboration and establish a strong presence within the community.
- Work collaboratively with user groups to efficiently allocate and manage facility usage and time.
- Provide support and guidance to operational committees as required.

Financial Oversight and Project Leadership

- Work closely with the Finance Manager on budget and financial management of the BMOSC.
- Create a facility capital projects plan and manage the plan on an annual basis, ensuring BMOSC is well-maintained and sustainable.
- Search for grants and apply for funding to offset the costs associated with capital projects, upgrades, and maintenance.
- Lead special projects from planning to evaluation.

Due to the responsibilities of this position, the individual in this role or an appointed person in their absence will be required to be on call and available 24/7 in case of any emergencies.

QUALIFICATIONS:

Education, Designations and Skills

- 4-8 years of responsible experience in recreation/administration and/or facility management at the Supervisory/Managerial level or demonstrated equivalency.
- A degree or diploma from a recognized university/college in recreation and leisure, business administration, or a related field is preferred or a combination of education and experience.
- Strong interpersonal, leadership and team-building skills; ability to manage and resolve conflicts.
- Computer literacy with G-Suite, Microsoft Office (Excel, MSWord and PowerPoint).
- Experience with facility management, maintenance and booking software.
- Excellent written and oral communication skills; ability to liaise effectively with the public, HRM, Provincial Government, elected officials and community groups.
- Demonstrated ability to effectively and efficiently maximize the use of human resources to meet community and departmental needs, as well as to work with community and business partners.
- Ability to form and maintain partnerships/relationships with key stakeholder groups and work with diverse personalities.
- Strong work ethic, integrity, and project management skills across various scopes.
- Team player. Willing to take direction and give direction while working towards a common vision for Soccer in Nova Scotia.
- Ability to think and plan strategically in alignment with SNS's strategic priorities.
- Working knowledge of general building maintenance systems (i.e., electrical, HVAC, plumbing, heating, security);
- Willing to work flexible hours; including some weekends and evenings.
- Clear Vulnerable Sector and Criminal Record Check
- Must be eligible to work in Canada
- Valid Driver's License

Note: Please note that this job description provides a general overview of the work expected of the incumbent. It is not intended to be an exhaustive list of all required duties and responsibilities. The incumbent may be requested to perform other tasks or duties that are assigned to them from time to time. This job description is subject to change during the annual review process and may be modified as needed.

Compensation: This is a full-time position with an annual salary and benefits based on experience.

Interested applicants should email their resumes and cover letters to opportunities@soccerns.ca by 5 PM on October 3, 2024. Please reference "Manager, BMO Soccer Centre" in the subject line. Only those selected will be contacted for an interview.