

## **Building and Grounds Manager**

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The Building and Grounds Manager is accountable for the overall maintenance of building and land assets and supervising maintenance staff.

### Specific Duties:

- Responsible for the overall development, management, and maintenance of all physical assets on site, including: land, buildings, infrastructure, equipment and all operating systems.
- Develops plans and projects to deal with all environmental concerns affecting Wanuskewin Heritage Park.
- Ensures that all established safety and security procedures are adhered to.
- Ensures that all buildings, fixtures, equipment and systems are in good repair and are in proper operating order.
- Ensures that the quality control of all repair and maintenance work (including custodial), meets or exceeds both national and international standards for National Heritage Sites in Canada.
- Monitor and maintain the HVAC (Heating, Ventilating, and Air Conditioning) system, boilers, and all other operational systems.
- Responsible for the repair, maintenance and procurement of automotive, custodial, and grounds-keeping equipment.
- Develops and manages annual work plans and budgets to insure efficient and cost-effective implementation.
- Works independently and leads within a team environment.
- Recruits, manages and trains permanent and seasonal staff.
- Other related duties as assigned.

### Qualifications:

- A minimum Valid Fireman's Certificate or 5th Class Power Engineering ticket is required and 3-5 years experience in a supervisory role is preferred.
- 4<sup>th</sup> Class power Engineering ticket would be an asset
- Minimum 2 Years of Building and Grounds supervisory and staff management experience.
- Knowledge of office procedures and MS Office preferred.
- The candidate must meet security requirements and posses a valid driver's license and a reliable vehicle.
- Proven ability to work independently lead within a team environment and the ability to organize and streamline workload effectively and efficiently
- Respectful of Indigenous values, beliefs, traditions and protocol
- Ability to recruit, manage and train permanent and seasonal staff

Wanuskewin offers a fair and competitive compensation and benefit package. Transportation is a necessity for employment. People with Indigenous Ancestry will be given preference (HRC-E-91-09) (HRC-E-91-17). Please note in cover letter.

Please submit your resume and cover letter to:

Attention: Jenaya Diehl, Director, Finance & Administration  
Wanuskewin Heritage Park  
R.R. #4, Penner Road  
Saskatoon, SK S7K 3J7  
Fax: 306-931-4522  
Email: [humanresources@wanuskewin.com](mailto:humanresources@wanuskewin.com)