Manager, Structural Maintenance

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Professional and Managerial Group

Manager, Structural Maintenance

Maintenance and Energy Services, Physical Resources

Hiring #: 2019-0021

Please read the Application Instructions [1] before applying

Reporting to the Director, Maintenance and Energy Services, the Manager, Structural Maintenance is responsible for the overall safe, efficient and cost-effective structural maintenance of assets at the University’s Guelph campus. General areas of responsibility include carpentry, locksmithing, and signs. Specific responsibilities include: hiring, supervision, performance management and discipline for 11 unionized trades staff, including two lead hands; providing direction and guidance for daily work assignments; maintaining a preventive maintenance program; providing direction and guidance for daily work assignments; maintaining a preventive maintenance program; scheduling and overseeing external contractors as appropriate and in compliance with University policies and procedures; ensuring the timely completion of work orders and coordinating multi-trade work with other trades units; monitoring any work order backlog, developing and implementing measures toward resolution; monitoring, authorizing and managing staff time use (including vacation, lieu time, overtime and sick leave); monitoring the unit’s operating budget and authorizing the purchase of materials, tools, equipment and other supplies within established parameters; assisting the Director in forecasting future needs and expenditures, and in long- and short-term budget planning; consulting and advising campus clients on their specific requirements; and other associated duties as assigned. At the stage of making an offer, the successful applicant, if hired from off campus, will be required to provide at his/her own expense, a current and acceptable criminal reference check as a condition of employment.

Requirements of the position include: Interprovincial trade certification as a journey person carpenter; community college courses in and/or experience in related trade areas; together with several years’ proven supervisory and management experience in a unionized environment. Also required are: locksmithing and door hardware courses or experience; knowledge of and experience with electronic access control systems; proficiency with standard office software and applications, and an orientation toward technology, preferably including experience with a computerized maintenance management system, and key management systems; and excellent organizational, interpersonal, communication, and customer service skills.

Position Number 812-001
Classification P05*

Professional/Managerial Salary Bands [2]

*Tentative evaluation; subject to committee review.

At the University of Guelph, fostering a culture of inclusion [3] is an institutional imperative. The University invites and encourages applications from all qualified individuals, including from groups that are traditionally underrepresented in employment, who may contribute to further diversification of our Institution.

Posting Date: 2019 01 16
Closing Date: 2019 02 04