

Building Manager – Irricana & District Agricultural Society

The building manager is responsible for the coordination and management of general building security, safety, maintenance, and welfare of occupants. The building manager will work directly with and take direction from the Ag Society Executive.

The job description entails overseeing the day-to-day activities in a building, ranging from answering calls, booking's, social media, cleaning, waste disposal, and repair of facilities. Pro serve is required.

Duties may include but are not limited to:

General:

- Answer phone and return messages for all bookings
- Market the building including advertising and social media
- Maintain building including cleaning (scheduled user basis) and minor repairs. Maintenance that requires technical certification will be forwarded to the Town as a work order
- Maintaining a safe environment with proper lighting & signage
- Drafting and updating emergency plans and evacuation procedures
- Overseeing security, fire prevention, and other safety systems
- Scheduling regular building maintenance (HVAC & Fire protection system)
- Monitoring building maintenance budgets
- Overseeing contractors and inspecting completed jobs
- Resolving complaints, problems, and requests
- Assisting with emergency response and evacuations
- Maintaining records of building maintenance and tenants
- Inspecting the building frequently for signs of damage or wear
- Pick up cleaning and bathroom supplies as needed
- Buy office supplies as needed
- Shovel snow & chip ice from sidewalks & emergency exits after town hours and on weekends as needed
- Other duties as required

Curling Season

- Order food, Pepsi, CO2 cannisters, and liquor for lounge and pickup
- Coordinate with curling club for league nights and bonspiels
- Operate the bar in lounge based on curling dates
- Order bales of ice as needed

Summer Season

- Clean & defrost big freezers as needed
- Clean & maintain rec flooring
- Run summer programs with Rec equipment (supplied by the Town of Irricana)

The building manager will be required to obtain a Pro Serve qualification from the AGLC. The successful candidate will also be required to complete WHMIS & TDG and First Aid training through the Ag Society.

Salary to be discussed.

Please send a resume and cover letter to president@irricanaagsociety.com

Position closes March 5, 2020