



CAREER OPPORTUNITY

Position: **Manager, Property Services - Contract**

Date:

Hastings Racecourse and Casino has been capturing the imagination of Vancouverites and visitors alike since 1889. Each April through October, we are Vancouver's exclusive source for live thoroughbred horseracing. We offer over 500 of the newest slot machines on our Casino Floor - complete with a spectacular entertainment lounge - as well as food and

beverage options ranging from casual to fine dining. Get your career racing with Hastings Racecourse and Casino today and find out why we're "Bred for Excitement" since 1889.

Hastings Racecourse & Casino is currently seeking qualified individual for the position of Manager, Property Services to join Property Department. This is a full-time contract position ending on February 2020, requiring the successful candidate to work on all live race days including evenings, weekends and holidays.

Position Summary: Under the supervision of General Manager, this position is responsible for assisting with the planning, directing and overall management of maintenance & janitorial operations at the site level. Ensures adherence to all policies and procedures motivates and leads by example and provides a safe and welcoming work and learning environment for all employees. Actively participates in the recruitment and hiring process, develops performance objectives and delivers performance evaluations for direct reports, and implements all new operations strategic plans and initiatives as directed.

Key responsibilities:

- Provides leadership, direction and mentoring to maintenance and janitorial operations at site level
- Monitors and reviews maintenance reports and construction activities; provide recommendation for improvement and efficiencies
- Conducts and delegates regular maintenance inspections & implements alteration and improvement projects
- Implements and maintains a Preventive Maintenance System
- Oversees engineering service contracts, solicits and selects bids for service contracts
- Dispatches in response to external service requests; reviews contractor response times
- Assists in development of Emergency Preparedness Manual
- Prepares and manages the site maintenance and janitorial operations budget & scheduling
- Provides ongoing updates and resolutions regarding maintenance and facility matters
- Forecasting department with 3, 6 and 12 month plan
- Strong working relationship with procurement (includes creating RFPs for expiring contracts)
- Responds to mechanical and maintenance emergencies
- Liaises and communicates effectively with all operational departments
- Ensures compliance with licensing laws, health and safety and other statutory regulations
- Active member of the Joint Occupational Health & Safety Committee
- Maintaining high level of professionalism; develops and cultivates strong working relationship with all stakeholders
- Performs other duties as assigned or directed

Successful candidates will demonstrate the following qualifications:

- Post- Secondary education or suitable combination of education and experience an asset
- Minimum 5 years of experience in HVAC, energy management, electrical, mechanical, plumbing and carpentry
- Computer literacy in MS Office
- Ability to work well under pressure in a fast paced and busy environment
- Valid Class 5 Driver's license
- WHMIS certification mandatory
- Must have Serving It Right Certification
- Must successfully pass a criminal and credit record check by the Gaming and Policy Enforcement Branch (GPEB)
- A passion for providing Great Experiences and Memories to our internal and external guests in the continual quest of achieving service excellence

Apply Online: www.hastingsracecourse.com/careers

Hastings HR Fax: 604.216.5211

Email: jobs@hastingsracecourse.com



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