

Manager, Maintenance & Cleanliness

The Downtown Winnipeg BIZ promotes, cares, and advocates for a vibrant and inclusive downtown where business thrives and people are drawn to work, live, shop and explore. We host events throughout the year and work to beautify our downtown, improve cleanliness, safety, and help make it easier to get around. Our downtown is on Treaty No. 1 territory and the traditional homeland of the Métis Nation.

Reporting to the Director of Operations, the Manager, Maintenance & Cleanliness will have strategic and operational responsibility for all program activities and initiatives. We are seeking a leader who is results oriented and an analytical thinker, who can adapt easily as things change. Someone who models collaboration and is passionate about Downtown Winnipeg.

KEY RESPONSIBILITIES

- Develop long and short-term strategic plans including modification to existing programs to meet BIZ Members needs and enhance our downtown
- Oversee the day-to-day operations of the department including keeping downtown public areas (sidewalks, transit shelters, lanes, parks) clear of litter, debris, graffiti etc
- Manage administrative duties such as scheduling, payroll sign off and regular KPI reporting based on data collection
- Provide leadership and guidance to the Enviro Team ensuring high service levels to BIZ Members is maintained
- Maintain proper staffing levels through effective recruitment, onboarding, and engagement practices
- Provide valuable coaching and support to Enviro staff through performance management
- Oversee all Enviro training to ensure staff receive and are up to date on all required training, to complete their work safely and effectively
- Ensure all policies and procedures are adhered to and take disciplinary action when required
- Liase and coordinate with other BIZ programs to achieve organizational projects and goals
- Manage the Enviro budget to ensure continued financial viability of the Enviro Program
- Build strong relationships with external stakeholders including Government departments and other not for profit organizations to help achieve strategic initiatives and best serve our BIZ Members
- Develop, implement and monitor health and safety plans and procedures to ensure compliance to best industry practices, laws and regulations for employees and the BIZ workplace
- Co-Chair the Health and Safety Committee

OUR REQUIREMENTS:

- Minimum 3 years in a leadership role
- Experience in developing and implementing Safe Work procedures and practices
- Valid Class 5 Driver's License
- Positive attitude with strong communication and interpersonal skills, both oral and written, including team building and leadership skills
- Efficient and effective networking skills to maintain existing funding, and investigate and secure new funding avenues

- High level of initiative with strong work ethic and demonstrated ability to be adaptable, work effectively and independently with a focus on meeting operational objectives and deadlines.
- Demonstrated ability to problem solve as well as lead develop and lead strategic initiatives
- A strong team player who is customer service oriented with a proven ability to respond effectively to sensitive inquiries or complaints
- Proficient computer skills with experience using MS Office and electronic payroll system is essential.
- Experience with small maintenance repairs, landscaping, and the operation of small equipment including utility vehicles

Conditions of Employment

- Ability to work outdoors in all types of weather
- Ability to work days evenings and weekends as required
- Physically capable of performing the duties and responsibilities of the position including extensive walking, bending reaching crouching and lifting up to 50 lbs.

Due to the nature of our business the Downtown Winnipeg BIZ requires that all its staff members are fully vaccinated against COVID-19. In the event that you are hired by the BIZ, you will be required to provide your proof of vaccination. In the event that you are unable to be vaccinated due to a valid medical or religious reason, prior to your start date you must establish, in a form acceptable to the BIZ, your inability to be vaccinated.

QUALIFIED CANDIDATES should submit their cover letter and resume with salary expectations to careers@downtownwinnipegbiz.com. Please include position title in the subject line. Please be advised only those selected for an interview will be contacted. **This posting will remain open until suitable candidates have been selected.**

The Downtown Winnipeg BIZ is committed to equity, diversity and accessibility in the workplace. We strive to have a team that reflects our downtown, where diverse abilities, backgrounds, cultures, identities, languages and perspectives are valued and drive a high standard of service and innovation. We encourage candidates to speak to this in their application.

Applicants should identify if they require accommodation during the competition process on a confidential basis. This posting is available in alternate formats upon request.