

Job Advertisement – Operations Administrator
Full-time, indefinite term

Established in 1891, Ashbury College is a leading independent school for boys and girls, grades 4 to 12. Ashbury College is located on a 13-acre campus in the heart of Rockcliffe Park in central Ottawa. Our multiple buildings include classrooms, conference and meeting space, gymnasiums, and boarding facilities.

The College is seeking an Operations Administrator on a full-time basis, to join our Operations team. Working closely with the Facility Manager, you would be responsible for administering all maintenance activities for the college's facilities. Specific activities will include:

- Scheduling and administering a regular inspection and maintenance schedule to ensure optimum functioning of buildings, facilities, and equipment, including HVAC, electrical, and alarm systems
- Arranging with external suppliers and service providers for necessary repairs/replacements to operating systems
- Maintaining a supply of frequently used parts and supplies to enable regular maintenance with minimal down time
- Scheduling and assigning day-to-day Operations department work orders, including maintenance, cleaning and grounds keeping
- Obtaining and assessing quotes for such expenses as furniture, fixture and equipment purchases, repairs, and special projects, and ongoing maintenance supplies
- Establishing and maintaining records and an inventory database for furniture, fittings, equipment, and plant infrastructure
- Establishing budget estimates for regular maintenance, grounds keeping and special seasonal projects
- Assigning security protocols for all college buildings and facilities, and managing the issuing of access cards and keys
- Administering capital projects and expenditures, including obtaining permits and arranging for and scheduling outside contractors and trades
- Administering contracts for the provision of supplies and services, and preparing invoices and payments for processing
- Coordinating regular staff training, including occupational health and safety practices and WHMIS, ensuring Operations staff retain current certifications where required

As the ideal candidate, your knowledge, skills and experience include:

- Demonstrated knowledge and understanding of electrical, mechanical, HVAC and other systems found in commercial buildings and residential complexes
- Applied knowledge of legislation, regulations and best practices pertaining to system and worker health and safety, including the Occupational Health and Safety Act
- Familiarity with Work Order Systems (FMX, maintenance, Dude Solutions or equivalent)
- Demonstrated competence with routine operating systems (Windows, iOS, Linux), and standard software (Adobe, MS Office 365, GFMS)
- Ability to learn site specific applications (MESH Card Access, Assure ID, Wavestore CCTV)
- Fundamental accounting experience
- Anticipating and identifying risks, troubleshooting problems, establishing priorities, and determining appropriate solutions
- Communicating effectively with diverse groups including colleagues, vendors, tradespeople, manufacturers, wholesalers, retailers, and sub-contractors
- Organizing, allocating and directing the work of others, and following up on work when behind schedule

Completion of a post-secondary program in business administration or a discipline related to facility operations and maintenance, or an equivalent combination of technical training and experience is required. At least ten (10) years of relevant experience in the Maintenance Field, including at least one year of supervisory experience is also required.

If you take pride in your work, enjoy a dynamic work environment and regularly addressing multiple priorities, and work well as a member of a small team, then we would like to hear from you.

A competitive compensation package, including health and dental benefits, and based on a regular 35-hour work week is provided.

If interested, please forward your resume and covering email to hr@ashbury.ca, and quote "Operations Administrator" in the subject line. Applications close Wednesday, November 18.

Thank you for your interest in Ashbury College. For more information about the College, please visit www.ashbury.ca

Ashbury College is committed to providing accommodations for persons with disabilities. If you require accommodation, we will work with you to meet your needs. Please let us know by email to hr@ashbury.ca, or by calling the College at 613-749-9630 and ask to speak with Human Resources.