



**PORTAGE REGIONAL RECREATION
AUTHORITY (PRRA)
ASSISTANT FACILITY OPERATIONS MANAGER**

Under the general supervision of the Parks/Facility Operations Manager, the Assistant Facility Operations Manager assists in the overseeing and coordinating staff to ensure the ongoing maintenance programs of facilities operated under the jurisdiction of the Portage Regional Recreation Authority (PRRA) including the PCU Centre, Portage Centennial Arena, splash Island, and the Republic of Manitoba Park and other sport fields within the City, performs duties related to the maintenance of grounds maintenance and facilities as required.

The incumbent shall have a good knowledge of facility operations along with equipment operation. Good written and verbal communication skills are required and some supervisory experiences within a facility operations. This knowledge would be normally acquired through a minimum of 2-3 years experience in a similar position and or the completion of courses in facility management.

- Completion of a minimum of Grade twelve or G.E.D
- Refrigeration class power engineer certificate or higher.
- Current Level I Arena Operators Course
- Minimum 2 years supervisory experience.
- Requirement to obtain *Aquatic Facility Operator Training Course* within 1 year.
- Or a satisfactory equivalent combination of education, training and experience.
- Valid class 5 Province of Manitoba driver's license.
- Requirement to maintain first aid & CPR certification
- Obtain any required

SALARY RANGE: To be determined based on qualifications and experience.

Candidates whose skills, background and ambition meet the above requirements are invited to submit their resumes in confidence before 4:30 p.m. Friday December 4, 2009 to the address indicated below. Position description and other information available upon request.

Human Resources, City of Portage la Prairie
97 Saskatchewan Avenue East,
Portage la Prairie, MB R1N 0L8
PHONE (204) 239-8338 FAX (204) 239-1532
Or e-mail HR@city-plap.com
Website: www.city.portage-la-prairie.mb.ca

APPLICATIONS MUST BE RECEIVED BY 4:30PM FRIDAY DECEMBER 4, 2009 AND MARKED "ASSISTANT FACILITY OPERATIONS MANAGER".