



Harrison Hot Springs Resort is currently recruiting for the position of **Facilities Manager**.

About our company:

Harrison Hot Springs and the Eastern Fraser Valley is a beautiful place to live, work and play. We would love to have you join our amazing team and share the high quality of life that we have come to enjoy.

At Harrison Hot Springs Resort, our guests discover a location unlike any other destination in the world. We know the care and customer service we offer our guests leads to special experiences for them. We endeavour to exceed guest expectations and deliver outstanding products and hospitality services. Even though we welcome thousands of guests each year, we will focus on individuals and what we can do to make them feel like they are at home.

Overlooking Harrison Lake, the Harrison Hot Springs Resort offers the following amenities: five mineral hot springs pools, the Healing Springs Spa, three restaurants and a coffee bar, extensive banquet and catering options, Resort Golf Course and Resort Marina.

POSITION SUMMARY:

The Facilities Manager will ensure that both the mechanical and physical assets of the property are maintained and kept up to the standards that coincide with the property operations. The Facilities Manager is also responsible for the all areas of the Harrison Golf Course and the Public Pool.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- To operate the Maintenance department within the budgeted guidelines (wages, budge, operational expenses).
- Oversee the Harrison Golf Course and Public Pool departments.
- Maintain the property to always look professional and free from any deficiencies including but not limited to painting, light fixtures and bulb replacement, floor and seating coverings, physical appearance of all assets kept crisp and up-to-date and all grounds and vehicles.
- Fully involved in all building projects, obtaining quotes, working directly with contractors, etc.

- To maintain the physical assets in an effort to meet our standards of operations and to ensure the longevity of the asset and mechanicals of the property.
- To effectively implement a “Preventative Maintenance Program” (PMP) that ensures every unit is maintained at least once a quarter.
- To maintain a PMP log that verifies that each unit has been maintained properly and has been inspected.
- To ensure the level of quality with respect to the structures physical and operational requirements.
- Prepare, manage, and maintain the key control system for the department that protects the security of each respective area.
- To ensure that all members of staff have been adequately trained and that they understand their responsibilities, departmental goals and objective.
- Induct, orient and train assigned personnel to meet their departmental responsibilities.
- Train staff on the importance of safety to prevent on the job injuries and guests incidents.
- Maintain and ensure a high level of professionalism throughout the department and staff.
- Train staff to maintain a high level of professionalism when conducting radio communications within the property.
- Prepare employee schedules according to the business forecast and business demands and ensure to abide by the collective agreements.
- To ensure that the department has adequate supplies to meet the operational needs.
- Maintain standards regarding purchase orders, vouchering of invoices and payables.
- Research all products which require purchasing for best price available.
- Prepare all purchase orders according to business requirements in advance of purchasing.
- Prepare all cheque requests as required.
- Operate in compliance with all local, state, and federal laws and government regulations.
- Store and maintain all chemicals and other hazardous materials in a safe and proper storage units as required.
- Expedite special projects as requested within the timeframe required.
- Routinely check public and guest room facilities to ensure the effectiveness of our preventative maintenance program.
- Communicate effectively with all departments.
- Conduct monthly departmental meetings with staff.
- Participate, train and develop staff on all property emergency procedures that protect both our guests and employees on a day to day basis.
- Maintain a safe and secure environment at all times for both the employees and guests.
- Some stress resulting from daily guest interactions (internal and external), budgetary, and time constraints.
- Other job related duties may be assigned.

EXPERIENCE AND QUALIFICATIONS:

- Previous property/resort management experience (3-5 years minimum).
- Experience in a unionized environment is preferred.
- Minimum Class 4 Power Engineer certification required.

- Register with Technical Safety BC as the Chief Engineer for the resort.
- Water treatment license preferred.
- First Aid Level III preferred.
- Skilled in systems maintenance and repair.
- Strong computer knowledge experience (Microsoft Office and Avanti preferred).
- Customer service oriented.
- Skilled in the proper and safe use of all tools, equipment, materials, chemicals and products related to the department.
- Thorough knowledge of electrical systems, HVAC, boilers, mechanical systems, and the repair and maintenance of all mentioned.
- The ability to stand, squat, reach walk and lift for periods at a time.
- Flexible to changing schedule.
- Being multi-lingual is an asset.

Interested, qualified candidates are invited to submit their resume and cover letter to hshsr@harrisonresort.com or facsimile at 604-796-4712.

We thank all candidates in advance for your interest in our resort; however, only those qualified candidates will be contacted.

Check us out online at www.harrisonresort.com.

- **ONLY APPLICANTS LEGALLY ELIGIBLE TO WORK IN CANADA WILL BE CONSIDERED.**
- **FOREIGN APPLICANTS MUST INCLUDE A COPY OF THEIR CANADIAN WORK PERMIT FOR THEIR APPLICATION TO BE CONSIDERED.**