



Facility Operations Manager

GENESIS CENTRE | CALGARY, AB
FULL-TIME, PERMANENT

About the Role

Are you a rare robust leader who is just as comfortable auditing an HVAC system or drafting a 25-year capital plan as you are mentoring a frontline team?

The Genesis Centre is a dynamic, multi-purpose community hub that bridges people through celebration, learning, and play. We operate a unique, collaborative, partner-operated facility and are seeking a forward-thinking Facility Operations Manager to join our Senior Management Team.

This role requires a healthy balance of high-level administrative execution and practical physical support. You will manage our day-to-day operations while keeping a sharp eye focused on our long-term sustainability, financial budgets, and future capital expansions

What You'll Do

- **Master the Infrastructure:** Manage the technical heartbeat of our facility, including complex HVAC, preventative maintenance systems, and annual checks and balances.
- **Govern Capital Lifecycles:** Own the development and deployment of our 25-year capital lifecycle plan, operating budgets, and capital spend forecasting.
- **Manage Partnerships:** Work side-by-side with our co-located facility partners (including the YMCA and CPL) to manage shared spaces, align budgets, and maintain operational accountability.
- **Lead the Team:** Inspire, hire, and mentor a dedicated operations team spanning maintenance, custodial, and safety/security units.
- **Drive Growth:** Act as the Project Lead for major capital improvements and upcoming structural facility expansions.
- **Protect the Facility:** Oversee CCTV systems, establish pristine documentation standards (incident reports, compliance paper trails), and coordinate seamlessly with police and insurance representatives.

What You Bring

- Experience: Minimum 5 years of facility management experience in a leadership or senior supervisory capacity. Non-profit or public recreation hub experience is highly valued.
- Financial & Project Acumen: Proven competency in managing multi-tier operating and capital budgets, lifecycle plans, and construction project frameworks.
- Technical Knowledge: Deep familiarity with building systems (HVAC, electrical, plumbing) and safety infrastructure. A Facility Management Administrator (FMA) or equivalent designation is preferred.
- Communication Style: Highly organized administrative skill set with excellent documentation, incident writing, and interpersonal diplomatic skills.
- Physical Capabilities: Willingness to be active on the floor, lift up to 50 lbs, and provide hands-on backup to the team when needed.
- Safety Credentials: Valid Standard First Aid/CPR, clean Police Information Check, and keen awareness of local building and safety codes. Prior experience leading or supporting a COR (Alberta Certificate of Recognition) certification/audit process is highly desirable.

Why Work With Us?

Genesis Centre is more than a workplace — it's a community hub. You'll contribute to meaningful programs, work with diverse populations, and help shape how we connect with Calgary's northeast communities. www.genesis-centre.ca

Employment Details

- Starting salary range of \$70,000 - \$85,000 depending on experience and performance.
- 4 weeks of paid annual vacation plus participation in our extended long-weekend initiative.
- Comprehensive extended health and dental benefits plus an RRSP matching program.
- Perks: Free Family Facility Pass, free on-site parking (close to the C-Train), and flexible working hours (with occasional evening/weekend shifts).

How to Apply

This position will remain open until filled; however, we thank all applicants for their interest, and only qualified individuals who meet our criteria will be contacted for an interview.

If you are a qualified professional ready to lead our operations team, please submit your cover letter and resume in confidence to sking@genesis-centre.ca with the subject line **Operations Manager Search - 2026**.