

OPERATIONS MANAGER JOB POSTING

Title: Operations Manager
Reports to: Chief Executive Officer, YMCA of Pictou County
Position Status: (40 hours/week) Full Time, Salaried
Salary: \$66,000.00-\$72,000.00 (Manager in Operations) Annually
Start Date: April or May 2026

YMCA of Pictou County is growing and requires a dynamic, goal-focused achiever to lead our facility/maintenance teams and manage programs in preventative maintenance, safety standards excellence and lifecycle planning of capital assets. If you get exciting by achieving your personal goals and coaching your team to the highest levels of performance, this could be the choice job for you. Personal fulfillment is even greater as you enhance Pictou County Y's delivery of Y programs to our community.

You – the candidate

Are you a dynamic leader that is a people person who has experience coaching a team and managing capital assets through deliberate planning and standards? Do you consider yourself a cheerleader and coach who has a track record in helping teams achieve their goals? An energetic, goal-oriented planner that has experience with leading preventative maintenance programs, capital asset track & life cycle planning, cleaning standards and OHS program leadership. If this sounds like you; we have a leadership position at our Y just for you!

The Position

Reporting to the CEO, you are responsible coaching and managing the Director of Facility & Safety and the Facility Operation plus their respective staff teams. This position is accountable for ensuring excellence through leadership of facility operations including management of preventative maintenance programs, repairs, Capital asset management, and ensuring structural integrity of YMCA facilities. Through collaboration and leadership of facility staff ensures a safe, accessible, positive Y experience for all members, participants, staff, and volunteers.

You will

- Collaborate with all Division Managers (Childcare, HFA and Housing), ensure management of facility maintenance ensuring YMCA Canada standards (Y Way) and Provincial Building Standards. Ensure efficient operations to support Association as “hub of activity” in providing a safe, accessible, well maintained YMCA facilities. Continuously initiate, develop and maintain our fundraising relationships.
- Provide Maintenance support in Housing and oversee all contracts that support maintenance, repairs and renovations.
- Manage the existing YMCA Facility landlord partnerships in Maintenance with PCWC, St.FX, MPL, Birch Lane Properties, Paul Quin Properties, NSCC & the Town of Pictou.

- Continuously improve the quality and execution of our cleaning, maintenance and safety programs across all operations and locations operated by the YMCA of Pictou County.
- Continuously improve our delivery on facility, maintenance and safety objectives/targets.
- Provide on-going Leadership and Coaching to Facility & Safety Director and the Facility Operator. Support with hiring, on-boarding and performance management of all facility staff.
- Play an active role as a member of the senior leadership team of our Pictou County YMCA.
- Ensure efficient and effective operation and preventative maintenance of building and related systems, including electrical, air conditioning, plumbing, heating, mechanical, fire alarms and building structures. Including documentation and tracking.
- Provide JOHS leadership to the Association and OHS Committee. Foster safety culture through development of safety protocols, including evacuation plans, emergency measures, risk management, WHMIS, safe work practices and documentation. Ensure building operations are in keeping with safety protocols, applicable legislation, industry best practices, and Y Way requirements. Ensure all inspections are completed monthly at all locations and posted.
- Develop and oversee assigned sections of Maintenance and Capital department budgets in keeping with Association objectives and sound fiduciary guidelines. Management of vendor negotiation and procurement processes, including authorize and control purchasing and maintain effective cost controls.
- Responsible for tracking, quoting and management of all Capital projects. Support with grant applications, grant reports and contribute to Capital planning meetings for all departments. Manage within the Landlord agreements and approvals for all Capital projects. Schedule, supervise and manage any related, approved contractors as required.
- Lead by example in modeling and championing YMCA behavioural standards of professionalism and respectful workplace requirements.
- Other duties as assigned.

You have

- You possess a University or College program in Facility Management, Maintenance, a Trade or Business Administration, **or a related field experience in management and/or maintenance**
- Minimum 3-5 years of experience in coaching leadership staff or related experience
- Strong customer service/sales skills, with demonstrated success in building productive long-term preventative maintenance programs
- YMCA leadership experience an asset
- Excellent verbal and written communication, and presentation skills
- Experience in managing an OHS program, JOHS leadership and safety inspections
- Strong interpersonal skills including tact, diplomacy, and ability to establish rapport with staff, clients, vendors and contractors
- Demonstrated ability to meet multiple, competing deadlines and priorities
- Strong attention to detail

- Proven track record of success in managing facility assets and lifecycle planning
- Flexibility to work irregular hours required
- Intermediate proficiency in Microsoft Office Suite

The YMCA Experience

The YMCA of Pictou County is a supportive and caring team of staff and volunteers who are thriving, growing and are passionate about their work. The workplace team culture is inclusive, genuine, kind and nurturing, where team members are encouraged to learn and succeed individually and collectively. The environment is casual and comfortable yet friendly and professional. All team members are encouraged to have fun at work alongside the policies that guide our professionalism. At the YMCA of Pictou County we know the value of being healthy and active, of bringing people together, and social and physical activity within a community. If this environment interests you and you identify as a dynamic team player who is connected in the community and passionate about helping people, consider joining our team as the Philanthropy Manager.

At the YMCA we know that our ability to partner with others in our community is through the passion and dedication of our employees and volunteers. In joining the YMCA, you will become part of a dedicated network of individuals with great passion for providing a holistic support to the communities in which we serve. We offer

- Comprehensive Group Benefits with cost-shared premiums
- Pension Program with contribution matching
- Free Individual & Family YMCA Membership
- 15 days' vacation annually, increasing with service milestones
- Strong life-work Balance Programs (11 Paid Wellness days)
- Discounted Y program rates
- Annual Professional Development Budget
- Monthly cell phone allowance and bi-annual technology benefit

Note: Successful candidates will be required to provide a current and satisfactory Criminal Record Check/Vulnerable Sector Check, Child Abuse Registry Check, and proof of valid First Aid and CPR training (we can provide this certification). Employees will be required to attend YMCA Child Protection Training.

Apply Today

Please email your cover letter and resume in one document to Tammy Goodwin, CEO, YMCA of Pictou County via this link: <https://easyapply.co/a/27fe2517-7fe1-4e19-90a4-4797409717dd> **before** Monday April 13, 2026. We look forward to hearing from you.

The YMCA of Pictou County is an equal opportunity employer.