

## **Position Vacancy Bulletin**

### **Manager Security and Parking (Full-time)**

#### **The Organization**

Operating under The Manitoba Centennial Centre Corporation Act, MCCC is a Province of Manitoba Crown Corporation that supports arts and culture in Manitoba through the following buildings and properties: Centennial Concert Hall; Manitoba Museum; Planetarium; Artspace; Royal Manitoba Theatre Centre; Warehouse Theatre; Manitoba Production Centre; extension services buildings and four parking facilities.

#### **The Position**

The Manager Security and Parking manages the day-to-day administrative duties, the functions and effectiveness of security services, and the safe operation of parking facilities (indoor parkade and outdoor surface lots). Develops and supports management initiatives to enhance property security, access control, and parking services. Ensures that the Corporation's facilities are protected and that building occupants have a safe, comfortable, and functional environment. Reporting to the Director Finance and Administration. Averaged 35-hour work week with flexible hours which may include evenings, weekends, and holidays.

#### **Typical Duties**

Provides management, leadership, training and advice to security officers and parking staff. Keeps staff informed of activity and event schedules. Coordinates work schedules and resolves staff leave request and shift cancellation call-ins. Creates, reviews and updates post orders as required. Recruits staff and conducts performance reviews. Reviews monthly departmental financial statements and responsible for department's annual budget preparation in conjunction with the Finance Director. Maximization of parking revenue and provision of quality customer service. Perform other related duties as assigned including reporting and record keeping.

#### **Qualifications and Competencies**

- Minimum 5 years' previous supervisory or management experience related to security services and systems or equivalent.
- Security guard license in Manitoba.
- Post-secondary education in business or criminology an asset.
- Police or military training an asset.
- Satisfactory Criminal Record Check and Child Abuse Registry Check
- Physically capable of performing duties assigned.
- Valid Class 5 driver's license.

#### **Salary**

\$2,461 to \$2,979 (bi-weekly)

Includes a comprehensive benefits package upon successful completion of probation.

Please forward application form with resume and cover letter by Friday October 14, 2022 to:

**Attention: Human Resources**

Manitoba Centennial Centre Corporation

Suite 1000 - 555 Main Street

Winnipeg, Manitoba R3B 1C3

or

Email: [HR2@mbccc.ca](mailto:HR2@mbccc.ca)

*Only those candidates selected for an interview will be contacted.*