

Manager, Operations

- **Organization:** Office of the Auditor General of Ontario
- **Department:** Corporate Services
- **Location:** 20 Dundas Street West, Suite 1530, Toronto, Ontario
- **Job Term:** 1 Temporary (20 Months)
- **Job Code:** Management (M11)
- **Work Arrangement:** Hybrid
- **Salary:** \$105,307 – 148,429
- **Posting Status:** Open
- **Job ID:** 2511

The Office of the **Auditor General of Ontario** is recruiting a highly motivated **Manager, Operations** with a passion for public service. Our organization is an independent office of the Legislative Assembly that conducts performance and financial statement audits of the provincial government, its ministries and agencies. We also audit organizations in the broader public sector that receive provincial funding. Our vision is to deliver exceptional value and assurance to members of the Legislative Assembly, the Standing Committee on Public Accounts, and all Ontarians through high-quality work that promotes accountability, value for money and effective governance in the Ontario public sector.

Reporting to Chief Operating Officer, the Manager, Operations will responsible for the comprehensive management, maintenance, and strategic development of all OAGO facilities and their associated operations. This role ensures a safe, efficient, and well-maintained environment for employees, visitors, and business activities, while optimizing resource utilization and adhering to all relevant codes and regulations. The Manager, Operations will manage vendor relationships, and oversee various projects to support the organization's goals

What can I expect to do in this role?

- Oversee the day-to-day operations, maintenance, and coordinate the repair of all OAGO facilities.
- Develop and implement preventative maintenance programs to ensure optimal functionality and extend asset lifespan.
- Coordinate and supervise all repair and maintenance activities, including HVAC, electrical, plumbing, and structural.
- Ensure all facilities meet health, safety, environmental, and accessibility standards and comply with local, provincial, and federal regulations (e.g., fire safety, and AODA).
- Oversee cleaning and waste management services.
- Develop and implement operational policies and procedures to enhance efficiency and effectiveness.
- Plan, organize, and direct administrative services such as documenting visitors, and internal moves.
- Oversee the acquisition, distribution, and storage of supplies and equipment.
- Plan, manage, and oversee facility-related projects, including renovations, expansions, and new construction, from conception to completion.

- Coordinate with internal stakeholders, architects, engineers, and contractors to ensure projects are delivered on time and within budget.
- Oversee the installation, maintenance, and repair of equipment, and electrical systems during projects.
- Build and maintain strong relationships with suppliers, contractors, and other external partners.
- Serve as the primary point of contact for facility-related inquiries and issues.
- Develop and implement the OAGO's procurement strategy to optimize, cost, quality, and delivery.
- Working closely with the Finance team, oversee the procurement process from requisition to payment.
- Maintain accurate records of all facility-related documentation, including permits, inspections, and maintenance logs.
- Act as backup for Executive Assistant to the Auditor General of Ontario.
- Participate in Corporate projects and initiatives as needed.

How do I qualify?

Education, Skills and Knowledge:

- Bachelor's degree in Business Administration, Facilities Management, or a related field; or an equivalent combination of technical training and experience in facilities or operations management.
- 5+ years of progressive experience in facilities management, operations, or a similar role.
- Relevant certifications (e.g., Certified Facility Manager (CFM), Project Management Professional (PMP)) are a strong asset.
- Strong knowledge of building systems (HVAC, electrical, plumbing, fire suppression), preventative maintenance principles, and safety regulations.
- Experience in the public sector preferred.
- Excellent financial acumen and experience managing budgets and negotiating contracts.

What's in it for you?

- A flexible hybrid work environment offering in-office attendance of 3 days per week.
- Work with an innovative and high-performing organization, committed to creating a positive organizational culture.
- A defined benefit pension plan, comprehensive health plan, and life and disability insurance.
- Healthcare spending account.
- Fitness and Wellness benefit.
- Maternity and parental leave top-up benefits.

How to apply

If you want to work in an environment that is positive, challenging, and safe, where your contributions are valued, please submit a cover letter and resume (as one document) by **August 1, 2025**, to resumes@auditor.on.ca, and specify the competition number as #2511.

Commitment to diversity, inclusion, accessibility, and anti-racism:

We are committed to building a workforce that reflects Ontario's varied communities and

promotes a diverse, anti-racist, inclusive, accessible, merit-based, respectful and equitable workplace.

We invite all interested individuals to apply, and encourage applications from people with disabilities, racialized individuals, including Indigenous and Black applicants, as well as people from a diversity of ethnic and cultural origins, sexual orientations, gender identities and expressions.

We offer accommodation in all aspects of employment, including the recruitment process, consistent with the requirements of Ontario's Human Rights Code. If you require a disability-related accommodation to participate in the recruitment process, please contact the recruitment team at resumes@auditor.on.ca who will respond to you within 72 hours.

We also believe in the importance of providing services to Ontarians in both official languages, and encourage interested bilingual candidates to apply, particularly for public-facing positions.

Notes:

Canadian Police Information Centre (CPIC) Screening

- Prior to an offer of employment, the top applicant(s) will be required to undergo a screening by the Canadian Police Information Centre (CPIC).

Qualified List Information:

- A list of qualified candidates will be established for the Manager, Operations position in the Office of the Auditor General of Ontario (OAGO) and will be in effect for twelve (12) months from the date the list is created. Qualified candidates on the list may be considered when filling future permanent and/or temporary vacancies in this position.