



# Operations Supervisor – Edmonton

With guidance of the Operations Manager, the Operations Supervisor is responsible for the safe and efficient operation and maintenance of the property. Responsibilities will include controlling expenditures, assisting in the preparation of operating budgets, supervising staff, service contracts, energy conservation programs, preventative maintenance programs and troubleshooting couples with effective response to tenant and user group complaints.

## Your Responsibilities:

- Ensure that the heating, ventilating, power, life safety and other mechanical equipment are operating effectively and efficiently.
- Follow-up with staff on assigned corrective maintenance and preventative maintenance work orders to ensure they are completed properly.
- Assign, supervise and train unskilled and semi-skilled employees as well as trade / contractor specialists.
- Ensures high quality of service is provided to employees and tenants.
- Operate, maintain and provide inspections of the physical plant and zoned heating, cooling and ventilating equipment, ensuring efficient and safe operation of all HVAC related equipment throughout the complex in the interest of desired objectives and operating techniques (ie ensuring a high standard of physical plant operating and cleanliness).
- Assist the Operations Manager(s) in preparing annual expense budget and monitor the performance to budget during the year. Administer cost control programs and prepares estimates.
- Develop and initiate programs to improve the physical operation of the complex.
- Oversees major capital projects.
- Oversees tenant improvement projects.
- Provides emergency call-back services after hours and on weekends. Fill in on shifts in case of vacation or illness, also may be required to fill in on the on-call schedule.
- Other duties as assigned.
- Strong understanding of sustainability measures.

## Qualifications:

- Must possess a power engineering certificate.
- Excellent interpersonal and verbal/written communication skills.
- Must be alert and perceptive and able to resolve problems / emergencies.
- Strong requirement for attention to work tasks.
- Good project management skills.
- Typical 8 years' experience in building repairs / operations.
- Five years of supervisory / management experience.
- Experience with state-of-the-art Building Automation Systems.



## Additional:

- On-call requirements.
- Able to work rotating flexible shifts.

## How to Apply:

Qualified applicants may e-mail their cover letter and current resume to [careers@epicis.com](mailto:careers@epicis.com) indicating "**Operations Supervisor – Edmonton**" in the subject line.

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We sincerely appreciate the interest of all applicants, however only those selected for an interview will be contacted. **No telephone calls or Agencies please.**

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