

JOB OPPORTUNITY

2009 - 16

Title: Operations Supervisor
Location: Brentwood Town Centre, Burnaby BC
Reporting to: Operations Manager

RESPONSIBILITY: Accountable for the day-to-day operation of a 548,000 square foot regional Shopping Centre, open 7 days per week including the preventative, reactive and diagnostic maintenance of all internal and external assets. The ideal candidate will plan, co-ordinate, review building systems and analyze results towards the objective providing maximum comfort for tenants and shoppers and ensuring the investment of the property owner.

SPECIFIC PRIMARY RESPONSIBILITIES:

- Supervises all maintenance staff, seasonal help and contractors ensuring compliance to work schedules, procedures and Occupational Health and Safety; conducts performance reviews and implements development plans for all subordinates.
- Provides input to the Operations Manager towards implementing, maintaining and automating and optimizing the Preventative Maintenance Program and performs/monitors such maintenance on required equipment.
- Monitors and ensures the property is environmentally compliant with environmental legislation, codes and best practices.
- Provides input in tenant and mall construction coordination. Reviews drawings and other submissions, monitors construction and provides post construction deficiency documentation for action by the contractors.
- Monitors performance and trouble shoots Mall HVAC, Electrical, Mechanical, Life Safety, vertical transportations and other equipment. Performs required legislative and diagnostic testing on equipment. (i.e. emergency generator, sprinkler flows, etc.)
- Completes inspections of physical plant and exterior property; corrects deficiencies immediately or reports to the Operations Manager for appropriate follow-up.
- Provides input to the Operations Manager in the preparation and control of annual expense budget and capital development projects.
- Research and report on various equipment for purchase.
- Maintain records of all tenant service contracts. Ensure all equipment is serviced on a timely basis and is performing its' function efficiently.
- Respond to tenant calls regarding heating and cooling problems and co-ordinate with the tenant to ensure their required repairs are completed on a timely basis.
- Responds to emergencies as required (i.e. floods, fire alarms, power failures, etc.)
- Liaison with Operations Manager, consultants and contractors to maintain a Shopping Centre and tenant drawing library including as-built drawings, equipment manuals, industry publications, material samples, etc.
- Co-ordinate and supervise all contracts and contract personnel, including periodic reviews of all service contracts, as outlined by the Operations Manager.
- Monitors all access to Landlord service/utility rooms (i.e. roof, mechanical, electrical, telecommunications) ensuring they are kept safe, clean, functional and accessible.
- Ensures minor maintenance and repairs (minor lock/door repairs, lighting, plumbing etc.) are performed on a timely basis.
- Performs and/or supervises all tasks as requested which impact on the operations of the Centre.

- Various other duties as assigned by the Operations Manager

QUALIFICATIONS:

- Secondary School Graduation Diploma, minimum of 5th class, standardized Power Engineers certificate. Minimum of 3 years supervisory experience and 5 - 7 years related work experience in similar environments with similar building systems.
- Proven organizational and leadership skills in a similar environment working with staff and contractors prioritizing, scheduling, monitoring and performing the same tasks on a rotating schedule over a 7 day period.
- Mechanically/electrically inclined with the ability to operate, perform preventative maintenance on and troubleshoot if reactive maintenance is required on: HVAC, electrical equipment, fire alarm and sprinkler systems, emergency power generators, waste compaction equipment etc. and read related shop drawings and manuals.
- Excellent verbal and written communication skills.
- Fully competent in all related legislation and Occupational Health & Safety (eg. WHMIS).
- Good interpersonal skills and communications skills.
- Ability to train subordinates in the areas of basic electrical, plumbing and carpentry as well as the proper use of related tools.
- Proven experience reading blueprints and construction drawings
- Physically fit enabling reasonable lifting, pushing, pulling and climbing.
- Ability to work independently on certain tasks and with other team members for tasks requiring more than 1 person.
- On call for emergencies – cell phone provided.
- Valid British Columbia Drivers license with an acceptable driving abstract and be able to present clear criminal background check.
- Ability to work Tuesday – Saturday, 6:00 a.m. to 2:30 p.m. (subject to change based on the needs of the building).

If you, or anyone that you know of, are interested in applying for this position, please forward your resume, not later than May 15th, 2009, to:

**Brian Wong, Centre Manager
Brentwood Town Centre
4567 Lougheed Hwy., Suite 260
Burnaby BC V5C 3Z6**

Fax: (604) 299-2281

Email: bwong@20vic.com