

JOB OPPORTUNITY

2011 - 20

Title: Operations Supervisor, Billings Bridge Centre, Ottawa ON
Reporting to: Operations Manager

Summary

This is a full-time working position, responsible for assisting with the day-to-day operation of the Billings Bridge Centre Operations Department in a team environment. Responsibilities include preventative maintenance of all internal and external assets, tenant relations and coordination of maintenance staff duties and Operational Programs.

Major duties :

Perform and/or supervise all tasks requested by the Operations Manager, which have an impact on the operation of the complex and comply with Health and Safety codes.

Responsible for day to day direct supervision of Interior and Exterior maintenance personnel.

Monitor third party contract personnel as it relates to contracted services (including contract maintenance).

Monitor performance and trouble shoot mall and office tower HVAC, electrical, mechanical, life safety and other equipment (i.e. emergency generator, sprinkler flows etc.).

Complete Monthly inspections of the interior and exterior property and coordinate corrective action for deficiencies immediately including reporting such matters to the Operations Manager for appropriate follow-up.

Respond to tenant requests as required

Assist with repairs and preventative tasks as required ensuring they are maintained to health and safety standards.

Obtaining quotes from various trades as directed by Operations Manager.

Assist with Tenant construction and capital expenditure projects.

Coordination and administration of Corporate Life Safety Program including performance of monthly inspections for building operations.

Coordination and administration of Corporate Environmental Program

Ensure that maintenance schedules are maintained

On call rotation -- must be able to respond to after hours calls as required in the on call rotation.

Must participate in Company provided First Aid/CPR/AED training.

Various other duties as assigned by the Operations Manager.

Qualifications

Must be able to provide clear criminal background check;
Must possess a valid Ontario Drivers' License and must provide a drivers' abstract;
Must be familiar with Green building rating systems and associated duties: LEED-EB, BOMA Best or equivalent;
3+ years of experience in a supervisory role (preferably within a shopping centre or retail environment);
Familiar with automated preventive maintenance programs and has basic keyboarding skills;
Proven organizational and leadership skills;
Fully competent in all related legislation and Occupational Health & Safety Regulations (including WHMIS);
Excellent interpersonal and communications skills;
Physically fit enabling reasonable lifting, pushing, pulling and climbing;
Must be capable of wearing required personal protective equipment and clothing as required;
Must be computer literate.

If you, or anyone that you know of, are interested in applying for this position, please forward your resume, quoting Job Opportunity Number, by October 28th, 2011, to:

**Dora Cook, Property Manager
Billings Bridge Centre
2277 Riverside Drive, Suite 208
Ottawa ON K1H 8L5**

**Fax: (613) 733-7233
Email: dcook@20vic.com**