

OPERATIONS SUPERVISOR



We are excited to announce that Edon Management has an opening for an Operations Supervisor in Calgary. If you are looking for professional growth opportunities, have strong leadership skills, and enjoy working in a team environment, then you may be the perfect candidate for this role! For more information, please visit www.edonmgmt.com.

Here's what's waiting for you...

As an **Operations Supervisor** for our Property Asset Management division based in Calgary, you will be responsible for overall building operations, while managing a team of employees and subcontractors. The successful candidate will possess proficient knowledge of operating new technologies to actively manage all aspects of preventive maintenance, water treatment, energy management, building envelope and other base building service requirements.

Competitive Compensation Package includes:

Full-time, weekday hours

Career development opportunities

Cellphone Allowance

Mileage Reimbursement

Family Dental & Health Benefits

Employee RRSP Program

Here's how you'll make a difference...

Major Responsibilities

- Assume responsibility for all aspects of operations, including supervising and monitoring employees and subcontractors while they are on site, as well as performing regular building operations and preventive maintenance responsibilities
- Work closely with and assist the Property Managers in effectively carrying out their property management activities, serving as both a gauge of service quality as well as a technical resource within areas of responsibility
- Provide technical support with all site's Building Management Control Systems (BMCS), Computerized Maintenance Management Systems (CMMS) and other building management systems
- Provide process and procedure training for newly hired building operators
- Develop and maintain strong working relationships with clients, subcontractors and suppliers
- Ensure that the terms of contracts are met including reporting requirements and that specified standards are adhered to in accordance with contract provisions
- Provide after-hours on-site emergency support according to the on-call schedule

Experience & Qualifications

- 5+ years of hands-on building operations experience
- Valid 5th or new 4th Class Power Engineering Certificate
- Excellent knowledge of building systems (electrical, plumbing, sprinkler, life safety, HVAC, caretaking, etc.)
- Proficient computer skills including CMMS systems, BMCS systems, and Microsoft Office
- Excellent customer care and communication skills
- Strong leadership and supervisory skills, specifically in the area of directing operations staff and subcontractors
- Valid Driver's License and clean Driver's Abstract

A detailed job description may be requested by emailing southcareers@edonmgmt.com.

Apply Today!

Email your resume to

southcareers@edonmgmt.com stating

Job No. 1C05012018 in the subject line

Fax your resume to 403-259-8851

with a cover page stating

Job No. 1C05012018

Drop off your resume to reception at:

1441 Hastings Cres. SE

Calgary, AB T2G 4C8

All resumes will be considered, but only those candidates selected for an interview will be contacted. Thank you for your interest in employment with Edon Management.