

# SITE SUPERVISOR



We are excited to announce that Edon Management has an opening for a **Site Supervisor** based in Ponoka. If you are looking for professional growth opportunities, desire a challenge, and enjoy working in a team environment, then you may be the perfect candidate for this role! To find out more about Edon Management, visit [www.edonmgmt.com](http://www.edonmgmt.com).

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

As a Site Supervisor based in Ponoka, Alberta, you will be responsible for maintaining peak building performance and developing positive client relationships. As this position will be responsible for coverage at buildings in Ponoka, Lacombe and Rimbey, the successful applicant will own their own vehicle and have a valid Driver's Licence.

### Competitive Compensation Package includes:

Full-time, weekday hours

Work Boot Allowance

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 building operations at assigned sites, including supervising and monitoring employees and subcontractors, performing regular building operations and maintenance responsibilities, and ensuring preventive maintenance tasks are completed in accordance with Edon's Preventive Maintenance Program
- Coordinate the organization, staffing, and operational activities for the inspection of buildings and facilities including maintenance and construction
- Ensure contract terms are met, including reporting requirements and specified standards
- Complete accurate and detailed documentation on a regular basis
- Respond to service requests and emergencies, including after-hours emergencies according to the on-call schedule
- Portray a favorable image of the organization while liaising with and addressing client issues and concerns

### Experience & Qualifications

- Holds a valid 5<sup>th</sup> or new 4<sup>th</sup> Class Power Engineering Certificate
- Minimum five years hands-on building operations experience, preferably in a commercial building environment
- Excellent knowledge of building systems
- Experience with computer programs and computerized maintenance management systems (CMMS)
- Excellent communication and customer care skills
- Owns basic hand tools to perform building repairs
- Valid Driver's License and clean Driver's Abstract
- Lives in or a short drive from the Ponoka area

A detailed job description may be requested by emailing [centralcareers@edonmgmt.com](mailto:centralcareers@edonmgmt.com)

## Apply Today

If you want to further your career in building operations with a **dynamic team** in a growing company...

Email your resume to

[centralcareers@edonmgmt.com](mailto:centralcareers@edonmgmt.com) stating

Job No. 1RD09282018 in the subject line

Fax your resume to 403-341-0626

with a cover page stating

Job No. 1RD09282018

Drop off your resume at:

Suite 302, 4920 51 St.

Red Deer, AB T4N 6K8

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.