

# SITE SUPERVISOR



We are excited to announce that Edon Management has an opening for a **Site Supervisor** in Calgary. If you 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 Calgary, you will be responsible for overseeing all aspects of building operations. The successful candidate will be responsible for coverage at various sites and will require a personal vehicle and valid Driver's Licence.

### Competitive Compensation Package includes:

- Contract position until September 30, 2020, with the possibility of an extension
- Weekday hours, Monday through Friday
- Competitive Salary
- Cellphone Allowance
- Mileage Reimbursement
- Emergency after-hours on-call availability and compensation

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

### Major Responsibilities

- Assume responsibility for all aspects of operations at his/her assigned site(s), including supervising and monitoring employees and subcontractors while they are on site, as well as performing regular building operations and maintenance responsibilities
- Assist property managers in effectively carrying out their property management activities, serving both as a gauge of service quality as well as a technical resource within areas of responsibility: OHS, Quality Assurance, and contract/tender specifications
- Complete accurate and detailed documentation in accordance with Edon's Quality Management System
- Respond to service requests and emergencies
- Ensure contract terms are met, including reporting requirements and specified standards are adhered to in accordance with contract provisions
- Portray a favorable image of the organization as a front-line contact with clients/tenants and sub-contractors

### Experience & Qualifications

- Valid ABSA 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 knowledge of building systems (electrical, plumbing, HVAC, caretaking, landscaping, etc.)
- Excellent communication and leadership skills
- Owns basic hand tools to perform building repairs
- Valid Driver's License and clean Driver's Abstract

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

## Apply Today!

**Email** your resume to [southcareers@edonmgmt.com](mailto:southcareers@edonmgmt.com) stating Job No. 1C02122020 in the subject line.

**Fax** your resume to 403-259-8851 with a cover page stating Job No. 1C02122020.

**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.