

Position: Supervisor, Operations
Job Type: Salary, Full Time
Reporting to: Amanda Campbell – General Manager
Location: Grant Park Shopping Centre– Winnipeg, MB

Position Summary: The main responsibilities of the Supervisor, Operations are to oversee the budgets, contracts and deployment of assigned workforce to ensure proper monitoring, preventative maintenance, and troubleshooting of all Building Automation Systems and related equipment to ensure the successful operation and maintenance of the building.

Role:

- Oversee the general budgets for snow removal, landscaping, fire alarm, electrical, and other general maintenance contracts
- Plan, coordinate, and perform maintenance and repair of all electrical and/or mechanical equipment and maintain up-to-date records of activities
- Monitor and operate the Building Automation System and ensure that problems are addressed to prevent system malfunctions and downtime
- Ensure that all calls for service of mechanical and electrical equipment is made and follow-up to ensure the work has been completed in a timely fashion
- Monitor, inspect, and troubleshoot issues relating to the Fire Protection System
- Address all electrical, plumbing, heating and air conditioning problems that arise
- Repair, replace, or make recommendations for servicing of plumbing-related parts and piping
- Code invoices from suppliers and submit for processing
- Direct and oversee the recording and maintenance of all chemical tests and add the required chemicals to the HVAC systems, including boilers and chillers
- Maintain all electrical and mechanical rooms so that they are clean and organized at all times, including the painting of piping, pumps and floors
- Address tenant requests and complaints promptly and professionally
- Assist the management team with all aspects of building operations such as budgeting for capital expenditures, purchasing of materials, controlling inventory of stocked items, and making recommendations on possible changes to enhance the efficiency of building operations
- Direct and oversee contracted work
- Follow-up and report contractor performance and possible deficiencies to the General Manager within acceptable time limits
- Actively recruit and train new team members when required
- Coach, motivate, direct and evaluate all direct reports through regular formal and informal discussions, including annual evaluations, and goal

setting sessions, to enhance employee job satisfaction and maximize productivity

- Review work completed by direct reports and provide support and guidance when necessary
- Ensure necessary training (including safety) is delivered to direct reports and/or is addressed with General Manager
- Ensure necessary safety precautions and policies are followed in line with applicable laws and company policies
- Other duties as assigned

Requirements:

Formal Education and/or Certifications

- Bachelor's Degree or College Diploma in a related field
- 4th or 5th Power Engineering Ticket
- Trade Certification an asset
- Possession of a Refrigeration Engineer certificate an asset
- Building Environmental Systems diploma (or similar program) an asset

Years of Experience

- Minimum 3-5 years' experience as a Building Operator (or similar role)
- Minimum 3 years supervisory/management experience preferably in a shopping centre or mixed use environment

Specialized knowledge, skills and abilities

- Proven leadership skills
- Working knowledge of heating and cooling systems
- WHMIS certification an asset
- Knowledge of Healthy and Safety legislation
- Working knowledge of Fire and Building codes
- Proficient with Microsoft Office programs
- Comfortable using a PC
- Valid Driver's License

Competencies:

- Communicate clearly, concisely, professionally and convey active listening and openness
- Build positive relationships and demonstrate commitment, effort and a "take charge" attitude
- Produce accurate work with attention to detail and consistently meet deadlines
- Take ownership for actions, accept constructive criticism and make the necessary changes to behaviour
- Overcome obstacles to get the job done, identify problems and recommend solutions
- See change positively and adapt quickly to change in work requirements
- Actively support training & development opportunities for employees as well as provide regular and meaningful feedback while delegating responsibility and being comfortable working through others

Values:

- Respect: Value diverse perspectives, experiences and talents; treat others the way you would want to be treated
- Empowerment: Use the means provided to carry out responsibilities to the best of your ability and to implement creative ideas
- Integrity: Do the right thing, deliver on commitments and admit mistakes
- Teamwork: Work together as one team toward common goals
- Accountability: Hold yourself and others accountable for decisions and results

If your background matches the qualifications listed above and you are looking for an opportunity with a dynamic team, please submit your resume in confidence to acampbell@primarisreit.com.

Please note that we thank all who apply however only candidates considered for an interview will be contacted.

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