

## CAREER OPPORTUNITY

# Chief Engineer, Real Estate Services

Reporting to the Operations Manager, the Chief Engineer is an intermediate to senior building operations position and is responsible for providing administrative, operational and technical service and support. The required tasks of the position will be handled either personally, through in-house operations personnel or by way of contracted services. The primary objective of the Chief Engineer is to ensure that the assigned real estate portfolio or complex of buildings is being managed and maintained in a safe and environmentally responsible manner and to the highest level of operational efficiency.

### RESPONSIBILITIES

Overseeing preventative maintenance and unscheduled repairs of HVAC, mechanical, plumbing, lighting, electrical, elevating devices and life safety systems.

Management of energy and utility consumption.

Conduct environmental assessments and reporting.

Implementing the corporate occupational health and safety program.

Management of waste, recycling, and hazardous materials.

Oversee computerized control systems.

Tenant improvement construction management.

Ensure sound curtain wall, structural and roof maintenance.

Respond to tenant service requests.

Perform life cycle costing exercises.

Conduct insurance and risk management inspections, remedial actions and reporting.

Prepare annual operations and capital project budgeting.

Review invoices and expenditures to ensure that spending is within planned budget allocations.

Reviewing with Operations Manager any unbudgeted expenses prior to incurring them.

Provide technical or administrative advice to internal and external clients.

Supervise operations staff.

Remain current and up to date with new industry practices, legislative changes and new technologies.

Perform other assigned duties.

## QUALIFICATIONS

- 3rd or 4th Class Power Engineer or
- A Technical Certificate (C.Tech. or A.ScT.) or
- Journeyman Tradesperson (Electrician, Plumber, Refrigeration) or
- FMA / RPA + BOMI SMA / SMT or;
- Plus a minimum of 3 years direct work experience in a senior position in commercial high rise building operations;
- A valid drivers license;
- Intermediate level skills in Microsoft Office

Communication & Relationship Skills / Personal Character Traits - Ability to communicate effectively and professionally, both oral and written, with all levels within the company and with tenants; ability to develop and sustain cooperative working relationships with all business units; mature and self-motivated team player who is committed to personal growth and ethical integrity; have strong relationships with industry peers and trade associations.

Time Management / Working Environment - Ability to allocate one's time effectively and manage tight deadlines; ability to work under pressure and achieve quality results; ability to handle multiple demands and competing priorities, adaptable to new ideas and embrace changes; results and detail oriented; work within an environment that is subject to moderate to high levels of stress in emergency or conflict situations; on occasion requires involvement in repairs or maintenance in inclement weather or uncomfortable environmental working conditions; may be required to attend to or provide direction during after hours emergency situations; requires the ability to exert moderate physical effort and must be able to move quickly in emergency situations; is able to thrive within a busy working environment.

Organizational & Leadership Skills – Ensure operations records, files and documentation are maintained in an orderly, accurate and timely fashion; strong administrative and organizational skills; possess strong leadership, supervisory, mentoring and coaching skills. The Chief Engineer position within this portfolio is a “hands on” working, supervisory position. The Chief Engineer is responsible for thoroughly knowing how their buildings work from the sump pumps to the roofing system. Daily, they are expected to plan, organize, coordinate, facilitate and participate in the operation, safety, maintenance and repair functions of the operations and technical services of the property.