



## OPERATIONS SUPERVISOR

Real Estate Services

Winnipeg, MB

Headquartered in Vancouver, British Columbia, QuadReal Property Group is a Canadian real estate investment, development and management company operating on a global scale.

The company's \$24.5 billion portfolio spans 23 Global Cities across 17 countries. Owned by British Columbia Investment Management Corporation (BCI), formerly bclMC, one of Canada's largest institutional investors, QuadReal was established to manage its real estate investment portfolio.

### Role Description

Reporting to the Operations Manager, the Operations Supervisor is an intermediate to senior building operations position and is responsible for providing supervision to skilled trades such as electricians, plumbers, carpenters and semi/unskilled trades such as general maintenance, grounds keeping, etc. The primary objective of the Operations Supervisor is to ensure that the assigned real estate portfolio is being managed and maintained in a safe and environmentally responsible manner to the highest level of operational and cost efficiency in accordance with QuadReal's standards. Providing Customer Service Excellence to QuadReal's Tenants, Industry Partners and QuadReal Colleagues while doing so is of utmost importance.

### Responsibilities

- Conduct daily and other routine inspections of assigned properties
- Oversee preventative maintenance and unscheduled repairs of HVAC, mechanical, plumbing, lighting, electrical, elevating devices, and life safety systems
- Ensure sound curtain wall, structural, roof and asphalt maintenance
- Respond to and resolve all tenant service requests
- Oversee capital, landlord and tenant improvement construction projects at the building level
- Observe and manage energy and utility consumption
- Manage and respond to environmental risks and hazards
- Implement the corporate occupational health and safety program
- Manage of waste, recycling and hazardous materials
- Conduct insurance and risk management inspections, remedial actions and reporting
- Assist in the preparation of annual operations and capital project budgeting
- Liaise with regulatory or civic authorities having jurisdiction
- Provide technical or administrative advice to internal and external clients
- Participate in life cycle costing exercises
- Remain current and up to date with new industry practices, legislative changes and new technologies
- Explain and troubleshoot variances and abnormalities.
- Participate in on-call rotation (2 weeks on, 4 weeks off) and provide vacation/leave coverage for other portfolios
- Participate in summer student mentorship program and other assigned duties
- Participate in tenant and staff community-support events as appropriate



### Experience and Qualifications:

- Technical and Functional Qualifications – Operations Supervisor shall have the following technical and functional qualifications or industry equivalency:
- Technical Certificate (C.Tech. or A.ScT.) or Journeyman Tradesperson (Electrician, Plumber, Refrigeration) is an asset but not a requirement or FMA / RPA + BOMI SMA / SMT; plus a minimum of 5 years direct work experience in a mid to senior position in a building operations position
- A valid driver's license and personal vehicle for use; Truck or Van is preferred
- Ability to quickly learn and confidently use phone Apps for administering business processes
- Intermediate level skills in Microsoft Office and Sharepoint
- **Familiar with hand and power tools and be able to complete small repairs when required**

*QuadReal Property Group will provide reasonable accommodation at any time throughout the hiring process for applicants with disabilities or for those needing job postings in an alternate format. If you require accommodation, please advise the Talent Acquisition team member you are working with and include the following: Job posting #, your name and your preferred method of contact.*

*Want to learn about our end-to-end recruitment process? Click this [link](#) for a short video that will take you through each step, so you'll know exactly what to expect.*