

Operations Supervisor

Job Category: Real Estate Management

Requisition Number: OPERA003414

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Posted: May 7, 2026

Full-Time

On-site

Winnipeg, MB R3C1N6, CAN

Job Details

Description



Operations Supervisor

True North Square | Winnipeg, MB

Join Us to Grow, Connect, and Make an Impact.

At BGO Properties, we're dedicated to enhancing personal and professional growth, fostering meaningful connections, and giving back to the communities where we operate.

As one of Canada's premier providers of commercial property management and leasing services, BGO Properties manages a diverse portfolio of over 400 properties, totaling more than 67 million square feet of residential, office, industrial, and retail space. For over 30 years, our clients have trusted us to deliver innovative real estate solutions that create value and support their success.

As part of the global BGO family, we leverage international expertise and local market insights to provide high-quality services. Our experienced team works across a variety of commercial real estate sectors, which ensure every property we manage is a welcoming and functional destination for tenants.

Whether you're launching your career or advancing as a seasoned professional, BGO Properties offers opportunities for professional growth, continuous learning, and leadership development.

Join us and help shape the future of commercial real estate.

The Opportunity

The Operations Supervisor is responsible for the direct coordination and supervision of daily building maintenance and operational activities. This role is "hands-on," focusing on team workflow, immediate problem-solving, and ensuring that all building systems operate efficiently to provide a high-quality environment for tenants and visitors.

Front-Line Team Leadership

- **Workflow Management:** Directly assign, coordinate, and review the daily work of maintenance technicians and operators.
- **Daily Briefings:** Lead shift huddles to set priorities daily, weekly or as required, assign service requests, and review safety protocols.
- **Staff Training:** Provide hands-on training to staff on technical skills, safety procedures, and the use of building equipment.
- **Scheduling:** Manage staff work schedules and ensure proper coverage for all shifts, including weekends and after-hours emergency response.

Tactical Maintenance & Systems Execution

- **Preventative Maintenance (PM):** Implement the PM program as directed by the Operations Manager, ensuring all tasks are completed on schedule and accurately logged.
- **Service Request Management:** Monitor the tenant service request system (CMMS) to ensure prompt response times and high-quality completion of all work orders.
- **System Monitoring:** Daily monitoring and operation of the Building Automation System (BAS) to maintain optimal environmental comfort and energy efficiency.
- **Site Inspections:** Conduct regular walkthroughs of all mechanical rooms, common areas, and exterior grounds to identify and resolve maintenance or cleanliness issues.

Vendor & Contractor Coordination

- **On-Site Supervision:** Act as the primary point of contact for external contractors, issue and track po's. Ensure vendors follow building rules, safety standards, and performance requirements.
- **Quality Assurance:** Inspect completed contractor work (e.g., HVAC repairs, cleaning services) to verify it meets quality standards before sign-off.
- **Competitive Quoting:** Assist the Operations Manager by obtaining competitive quotes for routine repairs and small projects.

Operational Compliance & Safety

- **Safety Enforcement:** Ensure the team follows all health and safety regulations, including WHMIS and PPE requirements.
- **Emergency Response:** Act as a lead responder for building emergencies (e.g., leaks, power outages, fire alarms) and escalate to the Operations Manager as needed.
- **Inventory Management:** Manage the on-site inventory of tools, supplies, and materials, ensuring the team has the resources required for daily tasks.

Who You Are:

- Technical Skills (or industry equivalent) - 5th Class Power Engineer minimum, 4th Class Power Engineer preferred;
- a minimum of 5 years direct work experience in a progressive intermediate building operations maintenance position in commercial high rise building or similar structure;

- experience operating medium to large chiller and boiler plant;
- experience with CMMS and building automation systems;
- experience with Yardi is an asset but not a requirement;
- experience programming building automation, security, lighting and other controls systems;
- a sound understanding of Workplace Health and Safety practices;
- knowledge of security systems including card access and CCTV is an asset but not a requirement;
- a valid driver's license;
- basic skills in Microsoft Office, Excel and general computer software applications;
- good fault finding and analytical skills, ability to write technical reports;
- knowledge of local codes and regulations;
- BOMI's FMA, SMA, SMT or similar designation is an asset but not a requirement.

Communication & Relationship Skills - Ability to communicate effectively and professionally, both oral and written, with all levels within the company; mature and self-motivated team player who is committed to personal growth and ethical integrity.

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 – Ensure operations records, files and documentation are maintained in an orderly, accurate and timely fashion; sound administrative and organizational skills; possess good leadership, supervisory and coaching skills

Decision Making Skills – Ability to resolve problems using facts and sound reasoning; ability to achieve goals using logical and strategic approaches to resolving challenges.

Police Clearance: A criminal verification check is required for employment.

At BGO, we recognize that each employee's unique experiences, perspectives, and viewpoints strengthen our ability to create and deliver the best value to our clients, partners and stakeholders/investors and therefore we strongly encourage applicants of all genders, ages, ethnicities, cultures, abilities, sexual orientations and life experiences to apply.

BGO is committed to equitable hiring practices and we welcome the opportunity to discuss accommodation and ensure fairness and equity in our hiring process. If you require accommodation, please email us at accessibility@bgo.com and include: Job posting #, your name and your preferred method of contact.

We thank all applicants for their interest in employment with BGO, however only those selected for an interview will be contacted.

BGO Properties is the Canadian real estate property management and leasing division of BentallGreenOak (Canada) Limited Partnership. BGO is a global real estate investment management advisor, real estate lender, and globally recognized provider of real estate services. BGO is a part of SLC Management, the institutional alternatives and traditional asset management business of Sun Life. For more information, please visit www.bgoproperties.com