

Position: Site Supervisor - Commercial Property Management

Location: Laval, (QC)

Reporting: Director, Operations and Technical Services

We are currently looking for an extremely dependable and personable individual with previous experience in facility maintenance. Under the direction of the Director, Operations and Technical Services, the ideal candidate is responsible for the supervision of maintenance services and the coordination and supervision of subcontractors and ensures adherence to rules and regulations for a portfolio of office and industrial buildings.

CORE RESPONSIBILITIES

- Supervises and occasionally performs preventative maintenance on HVAC, plumbing, mechanical and life safety systems.
- Performs daily, weekly, and monthly inspections of all common areas throughout buildings and complete appropriate reports.
- Be responsible for the appearance and safety of the property. Ensure public spaces including the front of the building, yards, steps, entrance hall, are clean and safe.
- Performs minor repairs, such as easing doors, and replacing washers on taps. Handles urgent or minor complaints/deficiencies. Reports major complaints/deficiencies in writing to management.
- Ensure service contracts are enforced, service levels achieved, and contractors are adequately supervised when on site.
- Ensures delivered services meet or exceed the requirement stated in the contract and complies with internal Alcovi policies and standard operating procedures and notifies Property Manager of any irregularities.
- Completes standard reports regarding preventive maintenance as required.
- Conduct routine visual inspections on all site mechanical, electrical, and HVAC systems and related equipment including but not limited to cooling towers, boilers, heat pumps, roof top units, generators, on a regular basis to ensure equipment is maintained in good working order.
- Respond to and complete tenant service requests as assigned in a timely and professional manner, including changing lights, general maintenance requests and hot/cold issues.
- Assist with and conduct minor mechanical, electrical, plumbing and systems repairs.
- Assist with and maintain all building inventory, code inspections, and keeping all maintenance rooms clean and tidy.
- Ensures that assigned properties are secure after hours.
- Provide input to Property Management in support of the preparation of building operating budgets.
- Represents Alcovi when dealing with tenants for the purpose of enhancing tenant and customer satisfaction and maintaining positive relations.
- Have working knowledge and understanding of preventative maintenance and tenant request programs.
- Responds to after hour calls and/or emergencies when required.

KNOWLEDGE, EXPERIENCE AND SKILLS

- 1 - 3 years building maintenance experience preferably in a commercial environment.
- Strong customer service skills to work with tenants and tradespersons.
- Basic understanding of building mechanical systems and security systems.
- Must have a valid driver's license.
- Knowledge of building and fire codes, safety act and WHMIS procedures.
- Experience in Preventive Maintenance and Energy Management Programs.
- Good computer skills and communication skills. Familiarity of YARDI System is an asset.

ABOUT ALCOVI CAPITAL

Having built a reputation as a Trusted Advisor to a discerning clientele of institutional and private owners and investors, Alcovi Capital delivers asset and property management services of the highest quality, while forging solid, long-term relationships founded on transparency, responsiveness, and accountability. We believe that the key to success is attaining complete **A**lignment with our clients on a **C**ommon **V**ision or strategic goals and objectives. This the core of our business philosophy, in fact, it's in our name.