

Greater Vancouver Regional District

Position Description: Building Operations Superintendent (G597) January 2003

Purpose

Reporting to the Building Operations Property Supervisor or their designate the Building Operations Superintendent is responsible for providing a wide range of direct and indirect services for the operation and management of property. This position will be responsible for the functioning of building automation systems, including but not limited to elevators, HVAC, fire and security systems, through manual or automated calibration and addition of chemical treatments as needed; responsible for maintenance of mechanical and electrical systems; must ensure adequate preventive and routine maintenance is planned and carried out on roofing, landscaping, building envelope and all other physical plant areas assigned. Will be key liaison with tenants, contractors, building visitors and emergency/community services, all within the policies and procedures of the GVRD and GVHC, as applicable.

Duties (The duties are intended to be representative of the position and are not to be considered as all inclusive.)

Maintains building systems (i.e. elevators, etc.) including mechanical and electrical; plans and carries out preventive and routine maintenance on the physical plant; maintains building key and lock systems.

Liaise with building tenants and outside agencies; administers and supervise contract work, coordinate tenant improvement work; all within the policies and procedures of the GVRD, GVHC.

Administration tasks includes participating in preparation of the budget, managing costs within budget restrictions, obtaining quotes from contractors for building and tenant improvements, writing reports on building issues; inventory control; maintaining other records as required.

Acts as Fire Safety Director (in accordance with Fire Safety Plan); arranges and supervises fire safety drills, provides training to tenants on evacuation procedures and other life safety issues; responds to after hours emergency calls in relation to the property. Responsible for maintaining site security, including the alarm monitoring system.

Facilitates the resolution of tenant complaints, conflicts and problems relating the building. Maintains complete documentation for all aspects of this process.

Conducts annual and routine property inspections to identify required maintenance and to provide information for maintenance budget planning, including preliminary cost estimating.

Provides supervision and direction to trades, including inspections and approval of contracts on work performed.

Operates and maintains expenditures in relation to approved budgets.

Such other related duties as may be assigned.

Requirements

Must have, as a minimum, a certification as 5th class Power Engineer with a refrigeration ticket (current license required). Must maintain designation and commit to ongoing training to retain current knowledge and performance level required to maintain sophisticated building systems in a Class A commercial office building.

A minimum of three to five years current experiences in a similar position in a Class A office building is required.

Grade 12 graduation, attainment and ongoing maintenance of designation referred to above supplemented by formal training in maintenance.

Must have current experience in the management of automated building energy management systems, including automated lighting systems and pneumatic digital sensing control relays, HVAC systems, electrical systems, mechanical maintenance to the highest level of efficiency and safety. Has current knowledge of the supervision and administration of contracts (i.e. cleaning contracts, tenant renovation contracts...).

Ability to interpret technical specifications for application in calibration of building operating systems.

Ability to communicate effectively both verbally and in writing. Ability to author reports as required on operational issues. Sound knowledge of business writing, spelling and punctuation.

Ability to deal effectively and courteously with staff, tenants and members of the public in a socially sensitive manner. Ability to investigate and evaluate tenant problems or complaints and to determine and recommend appropriate course of action relevant to tenant relations and maintenance practices and corporate policies, where applicable.

Ability to operate a PC in a Windows environment with emphasis on preparation of reports/spreadsheets.

Extensive knowledge of the Occupiers Liability Act, the Building Codes, the Fire Codes and other related municipal or Provincial legislation; knowledge of Human Rights Act, Commercial Tenancy Act, and other legislation pertaining to property, maintenance and tenant management would be an asset.

Must be physically fit, have a current and valid B.C. driver's license and access to a vehicle.