



**Are you looking for a rewarding and exciting opportunity to make a difference with a great organization? Look no further!**

### Overview

As we move through a period of exciting organizational change, Professional Engineers Ontario (PEO) has an immediate opening for an experienced **Manager, Building Operations**.

Under the authority of the *Professional Engineers Act*, PEO licenses and governs over 91,500 licence and certificate holders and regulates the practice of professional engineering in Ontario. PEO's mission is to regulate and advance the practice of engineering to protect the public interest. With a talented, multidisciplinary staff of over 100, PEO's vision is to be a trusted leader in professional self-regulation.

### Position Summary

The Manager, Building Operations is responsible for ensuring the smooth running of 40 Sheppard Avenue West. This includes tenant relations management, ensuring continuous day-to-day building operations, and managing and liaising with the property management company and other building operations vendors/suppliers.

### Responsibilities

- Ensure building is compliant with applicable regulations, building codes, policies and that all related documentations are created and maintained.
- Conduct regular building inspections, define inspection protocols and criteria, prepare reports on findings.
- Manage relationship with building tenants. Respond to inquiries and requests from tenants and resolve any problems or issues in a timely manner. Enforce rules of occupancy for building tenants.
- Manage and inspect vacant units, plan renovations as necessary, and market vacant units.
- Manage lease administration and lease negotiations.
- Negotiate and manage vendor contracts.
- Develop, implement, and monitor the preventative maintenance program on all building systems utilizing in-house and contracted services.
- Continually evaluate the effectiveness of maintenance procedures and programs and make changes to improve quality, efficiency, and effectiveness.
- Develop and manage initiatives to improve overall building operations.
- Participate in the identification of major capital projects. Manage and administer capital projects, prepare and control capital and operating budgets for building management activities.
- Organize and chair monthly Building Operations meetings.
- Respond immediately to emergencies both during regular working hours and after hours.
- Ensure compliance with safety matters under Occupational Health and Safety legislation.
- Maintain records and documentation of building and facilities activities. Prepare reports by collecting, analyzing, and summarizing data and trends.



- Oversee property management company to:
  - Ensure the effective, efficient, and safe mechanical operations of the building, that all aspects of the facility are maintained in good repair for optimal function to meet building standards as well as ensure preventative maintenance of all building mechanical and electronic systems;
  - Determine the need for, and inspect the work of, external trades to ensure full completion of all work to specifications;
  - Manage the maintenance contract covering elevators, HVAC systems, access and security control, fire alarm systems and other outside maintenance contracts. Support best practices to reduce energy consumption; and
  - Secure property by contracting with security patrol service; establishing and enforcing security policies and procedures; responding to emergencies.

### Specialized Skills and Knowledge

#### Knowledge of:

- HVAC, electrical, plumbing, mechanical, fire and safety systems.
- Common building operational policies and various related Acts, codes, and standards.
- Best practices in building and property management strategies.
- Tenant relations management.

#### Skills and qualifications include:

- Post-secondary education in building/property management, business, or possession of a trade licence relevant to the role and 5+ years' hands-on building/property operations or management experience.
- CPM (Certified Property Manager) and/or RPA (Real Property Administrator) designation is an asset.
- Relationship building with diverse groups of people.
- Ability to comprehend, analyze, and interpret complex documents, blueprints, and building plans.
- Organizational skills including ability to prioritize and execute tasks in accordance to the timeline.
- Resource management and project management experience.
- Business acumen to understand cost of decisions and scalability of programs.
- Ability to handle emergency situations and ability to succeed in ambiguous, changing, and non-standard environments.
- Developing and managing operating budgets.
- Developing and implementing preventative maintenance plans.
- Proficient in Microsoft Office products.

**If you are interested in this role, please forward your resume and cover letter (including salary expectations) to [peocareers@peo.on.ca](mailto:peocareers@peo.on.ca) by April 25, 2021.**

*PEO values diversity and is an equal opportunity employer. PEO is committed to providing employment accommodation in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act.*

*We thank all applicants in advance for your interest in our organization and advise that only those candidates selected will be contacted.*