



Position Title:	Maintenance Supervisor
Reports To:	Property Manager
Location:	City Centre Mall, MB

About the Company:

Strathallen is a fully integrated Canadian real estate management company, with over \$1.7 billion and 8.9 million square feet in assets under management. Founded in 2003 by seasoned real estate executives, Strathallen provides asset management, property management and strategic advisory services to institutional and high net worth investors. The Company currently manages and operates four private closed-end funds, with the mandate to strategically acquire and dispose of quality retail investments and deliver industry leading risk-adjusted returns. Strathallen provides investors with confidence through co-investing and incentive fee arrangements. The Company is supported by; in-house asset management, property management, financial, leasing and development teams. Strathallen specializes in creating value in opportunistic property investments on behalf of institutional clients.

About the Position:

We are looking for an energetic and enthusiastic candidate to join Strathallen as a Maintenance Supervisor at Strathallen Property Management Inc. This position offers an excellent opportunity for an individual to grow and add value to a supportive, expanding company. For more information on Strathallen, please visit www.strathallen.com.

Main Responsibilities:

- Maintain grounds and clean facilities according to company standards
- Maintain, adjust and basic repairs to mechanical, plumbing and electrical systems
- Monitor, test, adjust and repair mechanical, plumbing and electrical systems
- Securing, identifying, investigating and reporting security breaches
- Respond to building emergencies
- Conduct investigations into building operations issues
- Prioritize and co-ordinate basic maintenance activities to meet the needs of the tenants and clients
- Complete reports, statistics, and maintain records of activities for review by Property Manager
- Conduct routine custodial building operations and service activities that are standardized and repetitive
- Report problem areas to Property Manager
- Responds to emergencies as dispatched and directed by Property Manager
- Complete standard records of work performed, including checklists
- Greet Tenants and Suppliers and develop courteous relationships
- Establish working relationships with other building operations' staff to understand the process for delivering excellent service to Tenants
- Supervise and direct the activities of building operators to ensure that all tasks are completed correctly and in a timely manner
- Operate equipment and tools required to complete assigned tasks
- Identify unusual incidents or situations and promptly report them to the Property Manager
- Perform special assignments and any other duties as required from time to time

Qualifications

- 3 – 5 years related Maintenance (Building Operator) Experience
- Knowledge of Building Operating Systems (basic electrical, basic mechanical and basic HVAC). Fire and Safety
- Previous work experience in security systems, parking, janitorial/custodial services, grounds keeping an asset

Please email resumes with cover letter to careers@strathallen.com referring Job: Maintenance Supervisor in the subject line.

We encourage all qualified candidates to apply. We thank all applicants for their interest in this position and our organization; however, only applicants selected for an interview will be contacted. Please note that, where needed, accommodations for disabilities will be provided, on request, during the recruitment process.