



## Director of Technical Services and Construction Epic Investment Services

Epic Investment Services Inc. currently has \$16.5B in assets under management comprised of over 35M square feet of commercial space. This national portfolio of office, retail, industrial and multi-family properties is managed by over 150 professionals with multi-disciplined expertise including property management, asset management, mortgage lending and property development.

Reporting to the Vice President, Real Estate Management, the Director of Technical Services & Construction is a direct Regional Role with National Oversight of the Canadian directly managed portfolio. The successful candidate will be responsible for the technical services and operations including the preparation and implementation of preventative maintenance programs, capital project management, energy management, adherence to technical and safety standards, technical training and development, and quality control.

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### KEY RESPONSIBILITIES INCLUDE:

- Provide guidance to Building Operators at each property and identify training and development opportunities
- Oversee budgets and procedures for Base Building Mechanical Systems (Maintenance and Capital) and yearly operating plans.
- Oversee departmental operations to achieve financial objectives.
- Schedule expenditures analyze variances and take corrective actions.
- Work with Property Management staff to provide resolutions to tenant concerns and complaints, Investigate and ensure appropriate corrective and preventative actions are implemented.
- Oversee inspections of mechanical areas, back of house and common areas
- Oversee all construction related activities including tenant fit out, common area improvements and building level capital program
- Oversee, implement, and monitor Epic's EHS Regulatory Compliance program and conduct annual EHS audits
- Track corporate and asset level compliance with all EHS regulations and work with property teams/corporate to resolve all non-compliances and ensure the appropriate CAPEX or OPEX is budgeted for annually.
- Assist with the development of specifications and tendering for security, cleaning, and waste removal contracts for the portfolio
- Manage the procurement of engineered equipment and systems associated with capital and maintenance functions.
- Drives cost awareness and cost improvements in engineering services, maintenance services, and equipment maintenance and procurement, supplies and labor to maximize operational profitability.
- Maintain professional and technical knowledge and act as an ambassador for Epic by attending workshops, establishing personal networks and participating in professional organizations.
- Oversee Energy Data Management System including set up, performance tracking and reporting
  - Work with our supplier to implement the system across our property managed portfolio.
  - Train current and onboard new Property Management staff to use the technology effectively and efficiently.
  - Provide support in monitoring and benchmarking the operational performance of Properties, identifying key issues, and working with Operating Staff to implement successful solutions to improve performance and reduce operational costs

- Assist in the BOMA and LEED certification process for new and renewal certifications
- Update tenant design criteria manuals
- Prepare monthly operational reports as required
- Provide backup for Property Management to cover vacations/sick leave and any unforeseen extended absences across the portfolio
- Support Asset Management Team with respect to review and analysis of capital projects and operations
- Work with Business Development Team to support due diligence activities for new assignments and acquisitions

#### **QUALIFICATIONS:**

- Strong knowledge of all aspects of the building operations including but not limited to HVAC, mechanical, electrical, plumbing, life safety, etc., and ensure all equipment and systems are operated in a safe and efficient manner and are in compliance with all applicable government codes & regulations;
- Minimum 10 years' experience in physical plant operations, HVAC, Plumbing, Electrical, Fire Alarm, and other related equipment and systems
- Post-Secondary Education with a specialization in project management in Building Operations
- Certificate of Building Environmental Systems – Operator Class One & Two or equivalent
- Solid knowledge of Canadian and US EHS Regulatory Compliance issues, processes, and training requirements
- Certification in facility management would be an asset
- Experience with Yardi property management systems considered an asset
- Excellent knowledge of Occupational and Safety Act, Workplace Hazardous Materials Information Systems (WHMIS) and First Aid and CPR training;
- Strong Knowledge of Provincial Building Code & Regulations, Canadian Electrical Code, Provincial Fire Code and Electrical Safety Authority;
- Knowledge of workers compensation management (such as reporting requirements, return to work, and general claims management)
- Excellent working knowledge of the Environmental Protection Act and regulations (including hazardous waste management and licensing, and experience in environmental approvals/registrations, sewer use bylaws, tank management, spills response)
- Knowledge of management systems (such as ISO 14001, ISO 45001)
- Experience with EHS data management and software
- Develop and sustain cooperative working relationships with operation staff, property manager, contractors, tenants and the public; open to partner with clients to meet client needs; self-motivated, professional and flexible; coachable, empower and coach/counsel staff in the achievement of performance goals;
- Some travel required

#### **HOW TO APPLY:**

Qualified applicants may e-mail their cover letter and current resume to [careers@epicinvestmentservices.com](mailto:careers@epicinvestmentservices.com) indicating **"Director of Technical Services"** in the subject line.

Epic Investment Services is committed to an inclusive and accessible recruitment and selection process. If you are invited to attend an interview and require an accommodation, please let us know in advance.

We sincerely appreciate the interest of all applicants, however only those selected for an interview will be contacted.  
***No telephone calls or Agencies please.***

**Visit our website at [www.epicinvestmentservices.com](http://www.epicinvestmentservices.com) for further company details.**