



## Site Supervisor/Building Operator – Industrial (GTA) Epic Investment Services

EPIC Investment Services Inc. currently has \$14B in assets under management comprised of over 22M square feet of commercial space. This national portfolio of office, retail, industrial and multi-family properties is managed by over 100 professionals with multi-disciplined expertise including property management, asset management, mortgage lending and property development.

Reporting to the Property Manager, the **Site Supervisor** is responsible for the maintenance, inspection and day-to-day operations of a designated commercial real estate property portfolio of Industrial buildings throughout the GTA. The position will provide operational and technical support either personally or by way of contracted services oversight. You will also identify capital requirements focused on creating value, while satisfying tenant and client requirements. The primary objective is to ensure that the assigned property or complex of buildings is managed and maintained preventatively in a safe, efficient and environmentally responsible manner.

### KEY RESPONSIBILITIES:

- Perform preventative maintenance and unscheduled maintenance and repairs of all building systems;
- Responsible to ensure that all building equipment is operating efficiently including setting up system trend logs to be regularly reviewed to ensure effective operation of all equipment;
- Participate in occupational health and safety program;
- Management of waste, recycling and hazardous materials (WHMIS);
- Oversee computerized control systems;
- Oversee tenant service request response resolution;
- Conduct risk management inspections, remedial actions and reporting;
- Review invoices and expenditures to ensure that spending is within planned budget allocations;
- Review with Property Manager unbudgeted expenses prior to incurring them;
- Provide technical or administrative advice to internal and external clients;
- Trouble shoot operational issues including automation system;
- Have a thorough knowledge of how equipment, valves, dampers and other components can be overridden as well as understand the automation interlocks that may be triggered by those overrides;
- Remain current and up to date with new industry practices, legislative changes and new technologies;
- Assist in the identification of maintenance items, contracts and capital repairs required for the preparation of annual budgets.
- On-call requirements; willing to drive regularly (daily) to multiple site locations.

### QUALIFICATIONS:

- BES Class 1 Certificate
- BOMI SMA/SMT
- BAS Training Certificate
- WHMIS, TDG, Confined Space Entry, Fall Arrest
- Refrigerant Handling Certificate
- Minimum 5 years direct work experience as a building operator with a preventative maintenance focus
- Knowledge of industrial/office properties is required with emphasis on operations.
- A valid driver license with clean abstract
- Intermediate level skill in Microsoft Office
- Client-focused with proven written and oral communication skills and the ability to problem solve with tenants and contractors.
- Ability to work under pressure, dealing with multiple issues and deadlines.
- Mechanically inclined, basic knowledge in electrical and mechanical.

### HOW TO APPLY:

Qualified applicants may e-mail their cover letter, current resume and salary expectations, in confidence, to [careers@epicinvestmentservices.com](mailto:careers@epicinvestmentservices.com) indicating "Site Supervisor – Industrial (GTA)" in the subject line. Epic 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.**