



JOB OPPORTUNITY

2019 -

Title: Operations Manager
Location: Cornwall Centre, Regina SK
Reporting to: Retail Manager

RESPONSIBILITY: Accountable for the day-to-day operation of a busy 570,00 + square foot mixed use retail/office property located in the heart of downtown Regina; providing maximum comfort and the appropriate environment for customers and tenants. This, in turn, will preserve and contribute to growth of the owner's real estate value.

PRIMARY RESPONSIBILITIES:

- Supervises and directs in-house staff, third party contractors and seasonal personnel; ensuring compliance to work schedules, procedures and Occupational Health and Safety; conducts performance reviews and implements development plans for all in-house staff.
- Develops and oversees implementation and maintenance of the Computerized Preventative Maintenance Program;
- Ensures optimum operation of the Building Energy/Automation Management system;
- Monitors and ensures the property is environmentally compliant with environmental legislation, codes and corporate best practices.
- Provides input in tenant and mall construction coordination. Reviews drawings and other submissions, monitors construction and provides post construction deficiency documentation for action by the contractors.
- Monitors performance and trouble shoots Mall HVAC, Electrical, Mechanical, Life Safety, vertical transportations and other equipment. Oversee the performance of required legislative and diagnostic testing on equipment. (I.E. emergency generator, sprinkler flows, etc.)
- Oversees and maintains all mandatory corporate reporting programs specific to the Cushman & Wakefield policies and procedures. Corporate programs include, Environmental Management (Data-TAGS), Corporate Health & Safety program (Data - TAGS), Energy Star Portfolio Manager (Sustainability reporting), GreenCheck (Sustainability reporting), EnerN(Intelligent real-time metering software), Building Web (Building Capital management program), Angus Anywhere (Enhanced Site equipment Preventative Maintenance Program), Contractor Check/RiskCheck(Vendor and contractor assurance program) and site Pandemic Plan maintenance and upkeep.
- Completes inspections of interior and exterior property; corrects deficiencies immediately or reports to the Retail Manager for appropriate follow-up.
- Preparation, control and accountability of annual operating and capital budgets;
- Research and report on various equipment and systems for purchase or upgrade.
- Maintain records of all tenant service contracts. Ensure all equipment is serviced on a timely basis and is performing its' function efficiently.
- Responds to emergencies as required (i.e. floods, fire alarms, power failures, etc.)
- Co-ordinate and supervise all contracts and contract personnel, including periodic reviews of all service contracts.
- Other duties as assigned by the Retail Manager

QUALIFICATIONS:

- Secondary School Graduation Diploma, Power Engineer, BOMA RPA, FMA, SMA designations or equivalent, or willingness to work towards same. LEED-AP, GA. Or willingness to work towards same. Trades qualifications preferred – mechanical and electrical in particular.
- Minimum of 7 years supervisory experience with 7 years related work experience in similar environments with comparable building systems.
- Proven organizational and leadership skills;
- Proven ability to work cooperatively as a member of a senior management team;
- Excellent verbal and written communication skills.
- Must have experience working with web based Operations management platforms, Angus PM, BuildingWeb, Portfolio Manager or similar.
- Must have experience with LEED, BOMA Best, Green Globes or other Sustainable Building Certification programs.
- Ability to develop and implement comprehensive energy management plans and building systems efficiency programs including utility tracking, setting reduction targets and GHG tracking.
- Experience with developing and carrying out roof replacement programs and associated repairs.
- Must have experience with DDC and control building automation systems.
- Experience developing and implementing Operational budgets and capital improvement budgets.
- Experience drafting, reviewing and overseeing contracts
- Fully competent in all related legislation and Occupational Health & Safety (e.g. WHMIS).
- Good interpersonal skills and communications skills.
- Ability to read and understand construction drawings, specifications, shop drawings and maintenance manuals.
- Experience with paving replacement programs and repair planning.
- Physically fit, able to work either independently or as the leader of a team.
- Must be familiar with Environmental management concepts and legislative requirements, IE: Asbestos, PCB's, ODS, etc.
- Must be able to provide clear criminal records check

If you, or anyone that you know of, are interested in applying for this position, please forward your resume, not later than August 15th, 2019, to:

**Douglas Bailey, Retail Manager
Cornwall Centre
Administration Office
202 – 2114 11th Avenue
Regina SK S4P 0J5**

Email: douglas.g.bailey@cushwake.com