

Site Supervisor

Edon Management is a growing Facilities Management company that is currently looking to add to its team! This role is based in Claresholm, AB but visits worksites in such locations as High River, Okotoks, Strathmore, Vulcan and Turner Valley. This position oversees all aspects of building operations, including but not limited to preventative maintenance, custodial operations, grounds, building envelope, building maintenance as well as liaising and addressing client issues and concerns. This position is responsible for supervising and monitoring maintenance staff and subcontractors and reports to the Operations Manager and includes overall site responsibilities in addition to regular building maintenance responsibilities completed by Building Operators.

Key Deliverables this role are:

- ◆ Assumes responsibility for all aspects of operations at their assigned site.
- ◆ Supervision and monitoring of employees and subcontractors while they are on-site.

Qualifications for this role are:

- ◆ Valid Class 4 Power Engineer's Certificate
- ◆ Minimum five years hands-on building operations experience, preferably in a commercial office environment
- ◆ Strong customer care skills
- ◆ Excellent knowledge of building systems

Skills:

- Demonstrated success in administrative functions
- Ability to problem-solve
- Work well under pressure

The successful candidate will have the ability to interact with tenants and respond to building requests in a timely fashion; they will be able to represent Edon Management in a professional manner fostering client relationships.

This position offers a competitive compensation package including group benefits, educational sponsorship, and mileage reimbursement. Qualified candidates are encouraged to visit our website at www.edonmgmt.com and forward their resumes to careers@edonmgmt.com