



## Position Profile

<b>Position Title</b>	Operations Manager
<b>Position Location</b>	Calgary, Alberta
<b>Reports To</b>	VP, Property Management
<b>Date</b>	April 2010

### ABOUT US – DUNDEE REALTY CORPORATION AND DUNDEE REALTY MANAGEMENT CORP.

Dundee is an exceptionally dynamic and entrepreneurial organization. We seek out the best. Our employees are talented, committed and diverse, and share core organizational values including integrity, respect, fairness and accountability. Our team members come not only from the real estate sector but also a variety of industries – with many being subject matter experts. What do we have in common? A real passion for our business and a strong desire to excel.

This organization is all about providing value – equally for our tenants and for our investors. We work in an open concept environment that was modeled to promote teamwork, communication and productivity. Our environment is fast paced, edgy and forward thinking. We are highly professional and we have fun.

### ROLE

Dundee is looking to hire an **Operations Manager** with a minimum of 5 to 10 years experience. Responsibilities include:

- Responsible for hiring, managing, mentoring and leading the Building Operations Team;
- Manage multiple projects with a set budget, including sub-projects within larger projects;
- Managing and supervising trades and consultants (contracted or otherwise);
- Develop project plans including the work to be completed, resources required, timing and associated costs for building; renovations and upgrades of buildings and once approved, manages projects on time and within budget;
- Understand building codes and municipal by-laws and include regulations in the estimating and planning;
- Maintain and supervise key contracts, including elevators, HVAC, security, cleaning and waste management;
- Ensure policy and procedures pertaining to Building Operations, Health & Safety, WHMIS etc. are implemented and followed in all Buildings;
- Assist with the preparation of Capital Expenditure and Operational Budgets for all buildings within the portfolio;
- Thorough monthly reviews, ensure Capital and Operational budget targets are met;
- Oversee Tenant Improvements in accordance with the Lease from the onset through to completion, including estimates of expenses, approval of tenant drawings, site meetings with tenant and contractors, permits and other documentation, final approval requirements for sign off of project completion;
- Work closely with property managers and liaise with tenants during the tenant improvement process;
- Oversee all capital projects including upgrades and retrofits of mechanical, electrical, fire/ life safety etc.
- Develop a strong working relationships with all disciplines within the organization;
- Assist the Operations group with information requests from Asset Management;
- Collaboration with the Operations Team to implement and maintain "Green " environmental initiatives, policies and procedures for all properties in accordance with "BOMABEST or LEED Standard";
- Access and implement cost saving measures with the portfolio;
- Manage "on-call" schedules for Building Operations staff;
- Other duties as assigned.

### SKILLS

- **Strong people skills.** A Team Player. A proven ability to build relationships at all levels of an organization.
- **Strong communication skills.** Demonstrated in written, verbal report writing, presentations, and meeting facilitation
- **Responsiveness.** Ability to anticipate client needs and commit to respond in agreed timeframes
- **Innovator.** Proven ability to identify, evaluate and develop new ideas with supportable results.
- **Deliver on Commitments.** Ability to set clear and deliverable goals.

### QUALIFICATIONS

- Proficient in Building, Mechanical, Electrical, Automation and Life Safety Systems
- Minimum of 5 to 10 years experience in operations and maintenance supervision
- Hold at least a 4th class power engineering certificate or equivalent
- Exceptional organization and time management skills
- Ability to inspire, mentor and empower members of the team
- Proven trade record of seeing project through from inception to completion
- Proficient in Microsoft Office Suite (Word, Excel, etc.) and knowledge of JD Edwards is an asset

Please visit our website [www.dundeerealty.com](http://www.dundeerealty.com) for more information about us. To apply for this position, please submit your resume to [HRERecruit@dundeerealty.com](mailto:HRERecruit@dundeerealty.com) or via fax to 403-212-7179. Thank you!