

Colin Score
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Employment History

Self Employed

May 2008 to present

Subcontractor to various contractors performing thermal imaging and building controls

Strategic Realty Management Corp.

Operations Manager - July 2005 to May 2008

- Portfolio consists of 53 commercial and retail properties comprised of approximately 4 million sq. ft.
- Responsible to hire, manage, support, lead and optimize the building/property operations team
- Provided in depth property inspection and reporting for both pre-purchased due diligence and new property commissioning
- Maximize the HVAC, structural, environmental, building envelope, electrical, plumbing, life safety systems, landscaping and grounds, interior demising and finishing systems and the people resources for each property.
- Establish policies, procedures and practices necessary to ensure that the team are able to meet the operating, financial and administrative requirements of the properties, the property owners, and the balance of the management team
- Establish and implement preventative maintenance programs and fire procedure manuals
- Handle negotiations and oversee all contracts to ensure specifications are adhered to
- Participate and supervise all maintenance and construction projects
- Ensure contractors understand and conform to policies and guidelines specific to the organization
- Ensure security and mechanical automation systems are monitored, current and up to date
- Conduct formal building inspections and submit related reports and recommendations
- Stay current with industry standards on maintenance and operational issues
- Maintain a high personal and corporate profile in the market place

O&Y Enterprise

Property Manager/Operations Manager /Senior Building Operator - January 2000 to July 2005

- Portfolio consisted of 3 properties comprised of approximately 600,000 thousand sq. ft.
- Responsible for all aspects of property management including tenant/owner relations, operations, technical services, revenue collections and overall property planning ensuring assets are managed to maximize values that meet the client's objectives.
- Responsible for building revenue and expenses including preparing and operating within an approved budget; analyzing/approving monthly financial statements; ensuring accuracy of tenant billings; and year-end adjustments.
- Liaised with Leasing Representative to ensure budgeted leasing projections are achieved.
- Maintaining an efficient operation of building including ensuring compliance with government regulations, achievement of maintenance /life safety standards and sourcing new ways to operate while reducing costs.

- Working knowledge of Building Automated Systems (Siemens, Trane, Johnson Controls, Talon, Honeywell)
- Provided maintenance and full tenant services
- Ensured tenant calls were completed quickly and efficiently with O&Y developed tenant service program (Building Connect)
- Work in a team environment and assist in all building related duties
- Follow instructions and schedules for the operation, maintenance and repair of the air handling and refrigeration equipment, life safety, plumbing installations and security systems
- Assist in the analysis of boiler and cooling water, and adjust control of chemical treatment for prevention of scale and corrosion
- Perform preventative maintenance duties on mechanical systems and building
- Record daily logs on mechanical and electrical systems
- Perform after-hours testing of emergency equipment
- Provided on call support

Peregrin Property Services

Operations Manager/Building Operator – February 1997 – June 2000

- Responsible for portfolio of 16 properties comprised of over 1 million sq. ft. of commercial, retail and industrial space
- Duties similar to above

CB Commercial Property Management

Building Operator - February 1995 to February 1997

- Responsible for portfolio of 11 properties comprised of approximately 550,000 sq. ft. of commercial and retail space

Regional Property & Asset Management

Building Operator - February 1992 to February 1995

- Responsible for portfolio of 10 properties comprised 850,000 sq. ft. of industrial, commercial and retail properties

Education

Enrolled in the Real Property Administration Program

-Ethics is Good Business – Completed

SAIT, Building Operator A Certificate – 1993

Accomplishments

BOMA Award

2003 Chief Engineer Operations Manager of the Year

References

Available upon request.