

Industrial Property Manager

Tricycle Lane Ranches Ltd. (TLR) seeks two full time permanent Industrial Property Manager (IPM) based in our Head Office located in Calgary, Alberta. Reporting directly to Senior Management, the IPM is responsible to oversee the daily operations of the company's portfolio of primarily industrial/agricultural properties located in Alberta, British Columbia and Saskatchewan.

The ideal candidate must be self-motivated, proactive, energetic and is a detail oriented problem solver able to thrive in an energetic, dynamic environment with other like-minded team members. Ideally the candidate will possess 3 to 5 years' experience in Industrial Property Management, Commercial Leasing, Construction knowledge and budgeting. Compatible designations to assist with this position include CPM, RPA, or CFM with familiarity with the IREM, BOMA and particularly GREB organization's regulations. A civil engineering degree or equivalent is a strong asset for this role. We offer education, competitive salary and benefit package.

Working as an integral part of the TLR team, this individual must have a positive attitude, top notch ethics and a collaborative approach when working with colleagues, trades and clients to resolve management challenges established long ago but in dire need of updating to the present. In addition as our Company continues to grow nationally and internationally, the ideal individual needs to have the flexibility and adaptability to thrive in change including roles and tasks.

Key Responsibilities for Both Positions:

- Ability to comprehensibly read and scale full drawing packages including architectural, structural, mechanical, electrical and geotechnical drawings so as to make recommendations to enhance value and insure the safety and appropriateness of our portfolio and additions thereto
- Ability to coordinate and assist Project Manager with tendering working drawing packages for primarily industrial sites for new work and/or major maintenance programs (i.e. new roof assemblies, HVAC upgrades, additions to structures, etc.)
- Oversee the regular maintenance and repair of base building HVAC, plumbing, electrical and other systems, tendering and award of services and manage regular scheduling including oversight of awarded trade suppliers with Operations Manager
- Coordinate with the Security Officer the implementation of new security and safety protocols being rolled out across our portfolio of properties
- Enforce facility policies as detailed in our leases
- Administer contracts for the provision of supplies and services
- Oversee analysis of data and information and make recommendations to enhance our portfolio
- Plan and manage budgets (including working with our Operations Manager) for forecasting operating costs for individual properties
- Will be responsible for recording and distributing of individual property operating costs to properties and tenants and reporting such results to the CFO
- Maintain an up to date and comprehensive property control report
- Maintain schedule of tenant requirements e.g. Insurance and Property taxes
- Work as a team to ensure projects are completed successfully according to local building codes, on schedule, on time and within budget
- Update, maintain and develop as required management procedures
- Learn to work with sister company's Avetta Sub Contractor Pre-qualification Program
- Perform any other job related duties as required by the team, executing it as a team

Requirements for Both Positions:

- Experience and proficiency with using the Microsoft Office package with intermediate to advanced skills on SharePoint, Excel, MS Projects and Google Earth
- Ability to comprehensibly read and scale full drawing packages including architectural, structural, mechanical, electrical and geotechnical drawings so as to make recommendations to enhance value and insure the safety and appropriateness of our portfolio and additions thereto
- Ability to multi task on multiple properties (there are more than 70) concurrently with enhanced organizational skills
- Have a strong understanding of local safety requirements (OH&S) and liaise with HSSE personnel
- Have a strong understanding of commercial/industrial construction requirements to work smoothly with Project Manager(s) and Operations Manager(s)
- Ability to understand, comply with, enforce and recommend Company policies and procedures and ensure the facilities/properties are operating in accordance with design, budget and schedules
- Post-secondary degree
- Related designations that would benefit this position are affiliated/affiliation with GREBS (CPM, RPA, FMA, CFM) (BOMI International designation)
- Safety certificates are an asset (CSTS, LSE, First Aid) due to industrial nature of sites
- Experience with assembly of bid documents and tenders for the estimating process
- Must be able to provide, if requested, Driving record check (abstract), Enhanced reliability security clearance, Confidential security clearance, Criminal record check, Bondable and Basic security clearance
- Highly effective oral and written communication skills
- Be willing to continue with education upgrading to ensure current with latest ongoing industry programs relevant to our business
- Sustained sense of urgency and an appetite for a fast paced teamwork environment is mandatory
- Must be willing to do some travel across Western Canada
- Must be able to legally work in Canada
- Salary range \$101,500 - \$125,000 depending on experience

Please send your resumes to the following; kindly include which position you are applying for:

Tricycle Lane Ranches Ltd.
Main Floor, 155 Glendeer Circle SE
Calgary, AB T2H 2P9
Main Line: (403)640-9355
E-mail: careers@tricyclelane.com