



General Manager

Location: Vancouver

PURPOSE OF ROLE

The General Manager reports directly to the Vice President of Operations, is responsible and accountable for the management of building systems, grounds, contractors, and related processes with emphasis on cost effectiveness and sustainability to support the core business of the client, and company. The General Manager must have good client relations skills with focus on communications.

PRINCIPAL ACCOUNTABILITIES

Maintenance and Construction

- Good general knowledge of HVAC, Controls, Electrical, Plumbing,
- Good general knowledge of Building Finishes, interior, exterior and how to maintain
- Good general knowledge of Construction Practices, particularly demolition work and renovating, re-demise work
- Good general knowledge of roads and parkade maintenance, asphalt and concrete repair and restoration, civil work, drainage
- Good general knowledge of roofing, roofing systems, roofing repair and replacement
- Good general knowledge of equipment and vehicles, maintenance and repair
- Good general knowledge of snow removal, salt/ice melt application
- Ability to read drawings
- Quality oriented, able to inspect work and note deficiencies and/or know when a job is well done and meets standard
- Able to write specifications, tendering repair work and projects, awarding work, see projects through from start to finish
- Good knowledge of hazardous materials, proper handling and disposal
- Interview Contractors, collect Contractor information, WorkSafe Clearance, Certificate of Liability Insurance, Site Safety Manual, Traffic Management Plans, Waste Management, keep organized and accurate records

Custodial

- Knowledge of Custodial Maintenance, interior and exterior
- Scheduling for Custodial Maintenance
- Understanding of Food Court cleaning, scheduling, waste management, recycling
- Knowledge of Custodial equipment and maintenance
- Knowledge of Custodial supplies, use of and purchasing
- Work with Contractors that perform other Custodial Maintenance, i.e., cleaning at heights, awnings, exterior wall surfaces, skylights
- Exterior hi-rise glass cleaning

Relationships/Contacts



- Extensive contact list required, R&M Contractors, Construction Contractors, Architects, Engineers and Suppliers, Building Supplies and Janitorial Supplies and Equipment Sales and Purchasing
- Strong and established Contractor, Supplier Partnerships and relationships are a must have
- Ability to work very closely with the client, participate in daily client meetings, face issues and challenges head on, on a daily basis, support, brainstorm, problem solve with client GM and client Property Manager, work with client Marketing Department, work closely with contract security

Leadership

- Ability to lead a diverse group who possess a variety of skills and expertise, enthusiastically support the operation from the most basic challenge to the most technical
- Ability to lead 6 direct reports, coordinators, supervisors, managers
- Ability to lead 50 hourly staff
- Ability to perform in a Leadership Role on the client's management team, offer expertise and solutions

Budget Administration

- Budget preparation
- Weekly forecasting
- Review monthly statement
- Assist client with budget preparation
- Assist client with monthly statement review
- Assist client with 5 year capital plan
- Purchasing

General

- Familiar with work order system
- Familiar with purchasing system
- Proficient with Microsoft Office
- Safety conscious, promote safety, meet and exceed all site safety requirements
- Able to identify priorities and multi-task

Personal Characteristics

- Patient, calm, mature, organized, level headed
- Hard working
- Willing to be on call, willing to respond to emergency call out after hours of work



- Combination of education and experience pertinent to all of the above, trade skills, technical knowledge, leadership and financial management all beneficial

ADDITIONAL ROLE INFORMATION

As an employer of choice, we treat all of our employees consistently and fairly to help you achieve personal and professional ambitions.

We strive to meet the accommodation needs of persons with disabilities. Applicants are encouraged to make their needs for accommodation known in advance during the application process.

At this time we do not require assistance from recruitment agencies, thank you.

