

BUILDING MAINTENANCE MANAGER

Boffo Developments Ltd, one of BC's most respected developers, has an exciting opportunity for a qualified individual to join our team.

Over the past 50 years, Boffo has built thousands of homes and has earned a reputation for developing exceptional residential communities throughout the Lower Mainland.

Currently we are in need of a dedicated, Building Maintenance Manager to join the team. Our development and construction portfolios are diverse and consist of mixed-used multi-family and commercial construction, as well as non-market and purpose-built rental housing. The ideal candidate is a highly organized individual who is an effective communicator and a creative problem solver that has previous experience as a Building Maintenance Manager.

The Building Maintenance Manager is responsible for maintaining our mixed-used multi-family buildings, commercial buildings along with our rental housing. The successful candidate will have a multitude of skills in maintenance work and the ability to work under pressure while delivering an exceptional customer service experience.

This individual will have worked in the industry and have previous experience with general plumbing, electrical, painting, carpentry and renovations.

The duties of the Building Manager may include, but are not limited to:

- Providing superior quality customer service, dealing effectively and fairly with tenant requests and concerns in a timely manner;
- General maintenance of the buildings and grounds;
- Coordinate and perform ongoing repairs to the common areas of the inside and outside of the building involving but not limited to, painting touch-ups in suites and common areas, dry wall repairs, basic plumbing repairs, replacement of lights, replacement of door hardware and flooring;
- Ensuring suites are ready to be turned over for new tenants;
- Ensuring repairs/upgrades are completed in suite;
- Coordinating with trades and service contractors;
- Assisting with minor common area cleanup and tidying, as needed;
- Ordering materials & supplies in a timely manner and in accordance with the budget;

- Proactively anticipating needs/issues and providing solutions to tenants and the team;
- Respond to building emergencies, as required;
- Respectfully and capably representing the best interests of the Landlord in all internal and external dealings;
- Recommending type and quality of maintenance supplies to be stocked;
- Following proper procedures for logging and dispatching service requests and work orders;
- Assisting with researching quotes and other information for special; maintenance and capital projects as directed by the Property Manager;
- Performing any other duties required to better administer tenancies and the buildings;
- Conducting inspections of all mechanical and electrical equipment;
- Creating and managing maintenance schedules and maintenance task lists;
- Identifying areas for improvement and recommend cost effective measures;
- Perform duties as per company standards, with a strong attention to detail;
- Ensure all health, safety, security and WorkSafe B.C. procedures are adhered to, and areas of concern are reported to the management team in a timely manner;
- Perform other duties as needed; and
- Provide excellent customer service.

Skills and Requirements include:

- **Experience:** Minimum 5 years' experience in construction renovations and/or building operations;
- **Core Skills:** Client management, conflict resolutions, process improvement and reporting;
- **Communication:** Exceptional verbal and written communication skills along with organizational and customer service skills;
- Results-oriented with the ability to interpret and effectively manage multiple and competing priorities and time lines;
- Skilled with various hand and power tools and be able to read blueprints and repair manuals;
- Valid Class 5 driver's license and clean driving record;
- Punctual and reliable, committed and trustworthy;
- Physical ability to carry out the duties of the position;
- Be committed to the highest ethical standards and take pride in Boffo's tradition of excellent customer service to our homeowners, consultants, trades, suppliers and staff;
- Highly motivated and able to work independently; and
- Ability to lift and move up to 50 pounds.

Benefits:

- Full-time, stable employment;
- Competitive compensation (based on experience);
- Supportive team environment; and
- Diverse and interesting projects across different sites.

If this describes you, please submit your resume and cover letter to careers@boffo.ca.
For more company information visit boffo.ca

We thank all applicants for their interest, however, only those selected for an interview will be contacted. No phone calls please.