



MANAGER, ASSET TRANSITION

Date: July 2026

The Company

UBC Properties Trust was established in 1988 with the mission to build financial legacy and create innovative spaces to live and learn. We develop, service and lease residential land at UBC to create communities and build UBC's endowment for future generations. We construct and manage rental properties to provide residential, retail and office space to support workforce housing and other academic objectives. We provide project management services to construct institutional buildings for UBC and advise on land use and development. We operate on both the Point Grey campus and UBC Okanagan.

The Opportunity

The Manager, Asset Transition is responsible for transitioning buildings from active construction sites into fully operational facilities tailored to their intended use. This role focuses on building commissioning, deficiency closeout, and seamless handover to UBC Building Operations and UBC Properties Trust's Property Management team.

Acting as a building systems subject matter expert, the Manager, Asset Transition collaborates closely with the Director of Development and Development Managers across the full project lifecycle. This role plays a key part in maintaining UBCPT's standards of delivery excellence and ensuring successful outcomes for a diverse range of clients.

In addition to supporting individual projects, the Manager, Asset Transition contributes to continuous improvement across the organization by proactively identifying and resolving issues related to procurement, design, permitting, submittals, commissioning, and warranty. Lessons learned are actively shared to strengthen future projects.

Project types include residential housing (faculty, staff, market, and student), office, childcare, commercial, collegia, laboratories, athletics, and landscape developments.



The Key Responsibilities (include, but are not limited to):

- Oversee the transition and handover of new buildings, ensuring consistency in delivery to UBC Building Operations and Property Management teams
- Lead and manage the commissioning process from early design through the warranty period, ensuring timely resolution of all issues
- Participate in procurement and coordination of mechanical and commissioning consultants and trades
- Manage deficiency tracking systems and oversee resolution of warranty, mechanical, and electrical issues during and beyond the post-occupancy period
- Coordinate completion and handover communication with key stakeholders, including user groups, consultants, and UBC departments (Building Operations, IT, Secure Access, Campus & Community Planning, Fire Prevention, etc.)
- Contribute to continuous improvement through lessons learned and updates to development guidelines and technical standards
- Compile and manage all project closeout documentation
- Oversee smaller tenant improvement and renovation projects as required
- Perform additional duties as assigned

Competencies and Qualifications:

- Strong interpersonal, negotiation, and stakeholder management skills
- Ability to influence outcomes and drive results in complex environments
- Highly resourceful, proactive, and self-directed
- Effective at delegating and coordinating work across teams without direct authority
- Sound judgment with a high degree of professionalism, discretion, and confidentiality
- Excellent organizational, prioritization, and multitasking abilities
- Adaptability and flexibility in response to changing project needs
- Strong written and verbal communication skills
- Collaborative mindset with a commitment to a positive team environment
- Minimum 10 years of experience in construction, project management, or development, preferably within the building industry
- Extensive practical knowledge of construction methods, design processes, HVAC, and plumbing systems
- Demonstrated experience in commissioning, troubleshooting, and managing complex building systems is strongly preferred



Compensation and Benefits Package

At UBC Properties Trust, our benefits exemplify our values and focus on health, family, learning, hard work, and tenure. Some benefits we have to offer (among others we have):

- Full Extended Benefits (health, dental, and vision)
- A health and wellness spending account
- RRSP Contribution
- Annual performance-based bonus and retention compensation
- Pet-friendly office
- Minimum 3 weeks paid vacation (increases with tenure) and 10 paid sick days