

Devon Properties Ltd.
Victoria's Premier Property Management Firm

COMMERCIAL OPERATIONS MANAGER

Victoria, BC

Established in 1981, Devon Properties Ltd. ("Devon") is proud of our reputation as the premier property management and real estate services firm in Victoria, BC. At Devon, we combine industry expertise with a deep understanding of today's residential and commercial property challenges, to provide our clients and tenants a best-in-class service offering.

Devon's reputation is built on well-maintained properties, detailed property management training, fair and consistent tenant management, and accurate, timely financial reporting. Through a refined strategy and process-driven approach, Devon drives operational consistency and performance through best practices, processes, toolkits, and performance metrics covering accounting and financial management, rental operations, property management, marketing, and legal and regulatory compliance.

At Devon, we know that being best-in-class means empowering our people to be the very best they can be – so they can make an impact that matters for clients, residents, colleagues and the community, and for their own careers. We're always looking for energetic, driven people to add to our highly valued corporate culture, and are proud of our collaborative office environment, encouraging camaraderie across departments.

Job Description

Commercial Operations Manager

Devon is currently seeking a full-time Commercial Operations Manager for the Victoria, BC office. Duties include, but are not limited to, the below responsibilities.

Responsibilities

- Oversees preventative maintenance and unscheduled repairs of general maintenance including interior and exterior building components, plumbing, lighting, electrical, elevating devices and life safety systems
- Supervises on-site maintenance staff, contractors and third-party service providers as it relates to the delivery of day-to-day operations, contracted services and corrective maintenance activities
- Responds to tenant concerns and service requests in a timely and professional manner

- Completes inspections of the interior and exterior property and coordinates corrective action for deficiencies
- Assists with annual operational and capital project budgeting
- Ensures compliance with corporate and operational policies and procedures
- Performs other duties, as assigned

Qualifications

Technical & Functional Skills

- In-depth knowledge of building systems including mechanical, electrical and plumbing
- Able to convey a positive and professional image at all times
- Strong interpersonal and communication skills dealing with tenants, service contractors, and suppliers
- Familiar with Environmental and Health & Safety Legislation (e.g., WHIMIS, Occupational Health & Safety Act, etc.)

Education and Experience

- Completion of High School with at least one (1) to three (3) years building operations and maintenance experience
- Specialized technical courses an asset
- Possess a valid Canadian driver's license and a vehicle

For more information and to apply for this job, please email:

commercial@devonprop.com

We thank all applicants; however, only those selected for further consideration will be contacted. All successful candidates will be subject to background checks.