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The City work for you.



Property Manager

If you are committed to public service, enjoy collaborating with others, share our values and have a desire to learn and grow, join [The City of Calgary](#). City employees deliver the services, run the programs and operate the facilities which make a difference in our community. We support work-life balance, promote physical and psychological safety, and offer competitive wages, pensions, and [benefits](#). Together we make Calgary a great place to make a living, a great place to make a life.

The City is committed to fostering a respectful, inclusive and equitable workplace which is representative of the community we serve. We welcome those who have demonstrated a commitment to upholding the values of equity, diversity, inclusion and anti-racism. Applications are encouraged from members of groups that are historically disadvantaged and underrepresented. Accommodations are available during the hiring process, upon request.

As a Property Manager (PM), you will be responsible for the preparation and delivery of the portfolio and individual asset management plans for the Leasing & Property Management section. This involves leveraging proactive leadership and planning skills to ensure alignment with corporate and business unit goals and objectives and project management skills, from engagement of Supply Management to develop contracts, through oversight of contractors, and ultimate delivery of projects. Primary duties include:

- Facilitate issuance of Request for Proposal (RFPs) and contracts through Supply Management, as well as project oversight of demolitions and rehabilitations and renovations to buildings and sites, while considering financial efficiencies through program design and management as well as risk mitigation and all safety concerns.
- Make recommendations to scope of work for recurring contracts and ensure the scopes are adhered to; provide evidence to support contractor evaluations.
- Gather business requirements from all stakeholders and prepare program and project budgets with the objective of minimizing occupancy costs and risks, improving overall condition of the leasing portfolio, and maximizing revenue and opportunities based on cost benefit analyses.
- Perform regular site inspections including review of common areas and building exteriors and interiors after first coordinating with tenants.
- Provide and maintain site access to tenants, employees, contractors, and the Fire Department. This involves issuing contracts for security, locksmiths, firebox, security systems, etc.
- Ensure adherence to fire code and all relevant/related health, safety and occupancy related legislation.
- Ensure timely and efficient turnover of vacant properties through effective project/renovation identification and management, aligned with market needs/desires for ease of renting/leasing.
- Receive, prioritize and respond to tenant work order requests and attend site and assess conditions and requirements make decisions about solutions.

Qualifications

- A completed 2 year diploma in Civil Engineering, Engineering technology or a related field.
- At least 3 years of experience in commercial property management or commercial construction management.
- Certified Property Manager (CPM) and Project Management Professional (PMP) designations are assets.
- Well developed leadership, communication, and project management skills.

Pre-employment Requirements

- Successful applicants must provide proof of qualifications.

Union: CUPE Local 38
Position Type: Permanent
Compensation: Pay Grade 10 \$38.14 – 50.98 per hour
Hours of work: Standard 35 hour work week
Audience: Internal/External

Business Unit: Real Estate and Development Services
Location: 323, 7th Avenue S.E.
Days of Work: This position works a 5 day work week with 1 day off in a 3 week cycle.
Apply By: September 13, 2021
Job ID #: 304458

Apply online at www.calgary.ca/careers