

TECHNICAL COORDINATOR

ANNEXE « A » – POSITION OVERVIEW AND RESPONSIBILITIES

Working in collaboration with Property Managers, the Technical Coordinator is responsible for the management of technical building assets. The role involves implementing and monitoring maintenance contracts (CMMS) and maintaining the capital expenditure (CAPEX) project tracker for a portfolio of 80 properties (7M sq. ft.). The Coordinator acts as a liaison between managers, suppliers, and internal teams to ensure the compliance, performance, and longevity of real estate assets.

Asset Management, Maintenance, and Regulatory Compliance

- Inventory and characterize the main equipment of each property.
- Maintain and structure the CMMS master table for periodic maintenance of regulatory equipment (e.g., fire protection, generators, mandatory inspections).
- Support managers in tracking inspections, reports, and compliance requirements.
- Implement and maintain emergency response plans for properties.
- Support the Director in the technical management of the head office.

Tendering – Maintenance Contracts

- Draft, structure, and coordinate global calls for tenders to optimize periodic maintenance service contracts (HVAC, snow removal, janitorial, etc.).
- Analyze contractor bids and provide recommendations to managers.
- Participate in the implementation and standardization of maintenance agreements.
- Conduct site visits to validate contract compliance.

CAPEX and Asset Life Cycle

- Participate in the analysis of asset life cycles by property.
- Contribute to the identification, prioritization, and planning of capital projects.
- Provide ongoing technical support to the Property Manager by:
 - Standardizing tender documents, schedule tracking, and coordination.
 - Preparing budget estimates for projects up to \$100k.
 - Implementing bid analysis tools and preparing comparative summaries.
- Supporting managers in project execution, stakeholder coordination, and site visits.
- Participate in financial project tracking:
 - Purchasing and purchase orders.
 - Invoicing.
 - Budget tracking and profitability.

Desired Profile

- Education: Technical training in building systems, building engineering, or equivalent experience.
- Experience: 3 to 5 years of experience in technical building management, maintenance, or CAPEX projects.
- Sector: Experience in industrial or commercial real estate is a strong asset.
- Technical Knowledge:
 - Strong understanding of building systems and regulatory requirements.
 - Proficiency in the MS Office Suite (particularly Excel, Teams, and PowerPoint).
 - Knowledge of CMMS (Computerized Maintenance Management Systems).
- Systems (Assets): Experience with HOPEM accounting software or similar, and Angus service request systems or similar.
- Languages: French.
- Skills: Ability to work independently while collaborating closely with managers; practical mindset, rigor, and a strong field presence.
- Requirement: Valid driver's license.