

Service manager

Immediate superior: **Regional Director**

Category: **Professional**

Location: **We have several positions in the Montreal, Quebec and Gatineau regions.**

UNDER THE AUTHORITY OF THE DIRECTOR, THE SERVICE MANAGER:

- › Plans, organizes and directs the exploitation teams in preventative maintenance for electromechanical and architectural systems having an area of more than 1 million square feet
- › Advises service suppliers and contractors in the area of preventive maintenance of material and electromechanical systems
- › Guides and supervises personnel's activities;
- › Controls the budgets, prepares, expedites and negotiates particular service conventions and assures the respect of schedules;
- › Preserves the objectives and mission of the owners.

TASKS AND RESPONSIBILITY

- ▶ Verify and distribute work orders, evaluating the day's priorities for each team, supervise and follow-up;
- ▶ Evaluate the day's emergencies and follow-up;
- ▶ Supervise special projects;
- ▶ See to the health and welfare of workers;
- ▶ Assist contractors while they are working inside or outside;
- ▶ Make out quotations for work or projects;
- ▶ Schedule annual inspections of equipment (jets, water tower, boilers, sump pumps...);
- ▶ Update documents relating to vacation, sick days and personnel files for Montcalm;
- ▶ Evaluate personnel;
- ▶ Approve orders for supplies;
- ▶ Take care of seasonal preventative follow-up for heating equipment, chillers and emergency network;
- ▶ See to the procurement of heating oil and diesel for generator;
- ▶ Make budgetary forecasting for Regional Director.

REQUIREMENTS

- › Hold his class 4B or more from Emploi Québec in stationary equipment mechanics
- › Be able to work within a team;
- › Knowledge of the laws and regulation of stationary equipment mechanics and the Health and Welfare programs;
- › Be able to qualify himself in an exam for technical knowledge

EXPERIENCE

- › 10 years experience in stationary machinery mechanic or in industrial mechanics;
- › 5 years experience in an office building;
- › 5 years experience supervising personnel;
- › Knowledge in control, regulation, ventilation, refrigeration, plumbing and electricity.

APTITUDES

- › Dynamism
- › Leadership, good judgment
- › Team spirit, service sense
- › Concern for a job well done
- › Excellent communication skill.

MONTCALM Technical Services

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