

Foreman

Immediate superior: **Regional Director**
Category: **Salaried / exploitation**
Location: **We have several positions in the Montreal, Quebec and Gatineau regions.**

The foreman assumes the stewardship of the building's electromechanical assets He is responsible for the supervision of the mechanical and architectural systems. He must apply the norms and preventative maintenance procedures necessary to the continuous running and optimal output of the systems.

TASKS AND RESPONSIBILITY

The Foreman or Forelady in mechanical maintenance carries out part or all of the following functions:

- ▶ The foreman or forelady establishes work schedules for the trades people according to maintenance priorities and established budgets;
- ▶ Ensures that all the established operation procedures for the maintenance of all equipment particular to real estate exploitation are followed.
- ▶ Evaluates the competence of multidisciplinary labourers;
- ▶ Assumes responsibility for quality;
- ▶ He must keep up to date a complete inventory of spare parts, prepare orders to suppliers, approve shipments and suppliers invoices;
- ▶ Is in constant contact with the administrator and/or the customer.

REQUIREMENTS

- › DEC in building mechanics or mechanic or electrician;
- › Languages spoken and written: French and English.

EXPERIENCE

- › 10 years pertinent experience of which
- › 5 years pertinent experience as foreman in a multidisciplinary team;
- › Experience in an office building.

APTITUDES

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

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