

**Devon Properties Ltd.**  
Victoria's Premier Property Management Firm

## **COMMERCIAL MAINTENANCE OPERATOR**

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.*

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### **Job Description**

#### **Commercial Maintenance Operator**

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

#### **Responsibilities**

- Works in conjunction with the Property Management Department, contractors and other staff to ensure buildings, suites and common areas are maintained in a first-class condition
- Responds to tenant concerns in a timely and professional manner
- Performs minor repairs and preventative maintenance throughout the building including HVAC, plumbing, lighting, etc.
- Performs roof maintenance including inspection and cleaning of drains and gutters, and replacing damaged ceiling tiles as required
- Performs routine electrical repairs such as changing light bulbs

- Provides painting services (both interior and exterior), as required
- Responsible for minor snow removal on sidewalks and store fronts
- Responsible for interior and exterior cleaning of commercial properties, including litter pick up and pressure washing, as required
- Performs other duties, as assigned

## **Qualifications**

### Technical & Functional Skills

- Knowledge of trades, contractors and service providers related to commercial building maintenance and repair
- Knowledge of building systems including mechanical, electrical and plumbing
- Knowledge of machinery, equipment and tools involved with the maintenance and repair of commercial buildings
- Familiar with Environmental and Health & Safety Legislation (e.g., WHMIS, Occupational Health & Safety Act, etc.)
- Working knowledge of national and industry codes and standards such as WHMIS
- Able to convey a positive and professional image at all times
- Strong interpersonal and communication skills dealing with tenants, service contractors, and suppliers
- Excellent English communication skills, both written and orally

### Education and Experience

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

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

[commercial@devonprop.com](mailto: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.