



Properties Supervisor

Location: 11738 Kingsway Avenue NW Edmonton, AB

Closing Date: Until Suitable Candidate Found

Position Status: Full-time (40 hours/week) Permanent Position

The Property Supervisor supports the Property Manager in overseeing the daily operations and maintenance of Otipemisiwak Métis Government properties throughout the province. This role provides on-site leadership to ensure properties are well maintained, tenants are supported, and all facilities operate efficiently and safely. The Property Supervisor oversees the Property Coordinators, Custodians, and coordinates maintenance activities, acting as a key liaison between the Property Manager, maintenance team, contractors, and tenants.

Key Responsibilities

Operational Oversight:

- Provide oversight for a diverse portfolio of properties, tailoring operational strategies to meet the specific requirements of each site, and ensure all functions and services set out by the Property Manager are effectively delivered.
- Act as the first point of escalation for tenant concerns, building issues, or operational disruptions; provide timely follow-up and resolution.
- Support the implementation of property management plans, schedules, and operational procedures.
- Coordinate with the Building Operations Manager to monitor ongoing repair work, vendor performance, and project completion.
- Oversee and coordinate tenant improvement and renovation projects, including planning, scheduling, and vendor management.
- Support insurance-related requests and documentation for properties, including claims, inspections, and correspondence with providers.
- Conduct regular property inspections to ensure all operational, custodial, maintenance, security and aesthetic standards are met, and promptly coordinate corrective actions to address any issues.
- Collaborate with the Health and Safety Advisor to implement emergency response procedures, evacuation plans, and safety training.
- Maintain and update property management software and comprehensive property records, including leases, quotes, renovations, routine work, and other relevant documentation to ensure accuracy and accessibility.

Team & Workflow Supervision:

- Provide daily direction and support to the Properties Coordinator(s) and custodians ensuring work plans are clear and deliverables met.
- Assign and track tasks, ensuring efficient prioritization of work orders and requests.

- Support onboarding, coaching, and ongoing development of property team members.
- Review and verify work quality and documentation from team members before escalation to the Property Manager.

Tenant & Vendor Relations:

- Monitor and track all vendors to ensure timely service delivery, contract compliance, and adherence to performance standards.
- Support lease administration by ensuring move-ins, move-outs, and inspections are completed accurately.
- Coordinate with vendors for service delivery, monitor contract performance, and report issues to the Property Manager.
- Assist with organizing and executing tenant engagement events and initiatives.
- Maintain positive and professional relationships with tenants, contractors, and service providers.

Financial & Administrative Support:

- Support budget tracking by reviewing vendor invoices, expense reports, and maintenance costs for accuracy before submission.
- Oversee processing of accounts payable and chargebacks for all properties, maintaining accurate financial records.
- Assist in collecting and organizing data for financial reporting, lease renewals, and operational planning.
- Maintain organized records, contracts, and property documentation.

Strategic & Continuous Improvement:

- Provide recommendations to improve property operations, reduce costs, and enhance tenant satisfaction.
- Identify opportunities for upgrades, renovations, or new systems that enhance operational efficiency.
- Support the Property Manager in implementing new processes, systems, or technologies within the facilities portfolio.

Other Duties:

- Represent the Property Department in meetings as delegated by the Property Manager.
- Perform other related duties as required to support property operations and departmental goals

Skills & Competencies

- Strong understanding of property management practices, building systems, and operational standards.
- Proven ability to manage multiple properties, prioritize tasks, and coordinate vendors and contractors.
- Recognized strength in leading and engaging teams, creating a culture that promotes development of individual and organizational capacity.
- Exceptional strategic planning skills, including an ability to establish short- and long-term plans to meet key objectives of projects/initiatives.
- Demonstrated ability to manage budgets, contracts, vendors, and operational performance.
- Excellent analytical and critical thinking skills with the ability to identify issues and implement creative and strategic solutions to overcome problems.
- Self-motivated and demonstrated initiative in identifying and addressing operational deficiencies, process gaps, or other possible improvements to operations.
- Flexible and adaptable with an ability to thrive in a dynamic and changing environment..

- Ability to work under pressure and handle tense and stressful situations.
- Strong organizational and time management skills, with the ability to prioritize and manage multiple projects simultaneously.
- Exceptional attention to detail.
- Knowledge and experience with leases, contracts, and vendor agreements.
- Experience with property management software and maintaining accurate records, leases, and operational documentation.
- Excellent communication, interpersonal, and problem-solving skills, with a customer-focused approach.
- Strong organizational and time management skills, with the ability to work independently and collaboratively.
- Strong sense of ethics, professionalism, and political and cultural sensitivity.
- Knowledge of Métis history, culture, and issues affecting Métis people. An in-depth understanding of the Otipemisiwak Métis Government is an asset.

Qualifications

- Diploma, certificate, or degree in Property Management, Facilities Management, Business Administration, or a related field.
- Minimum 3–5 years of experience in property or facilities operations, with at least 1–2 years in a supervisory or lead role.
- Experience overseeing staff, including coordinators, custodians, and maintenance teams.

Other Requirements

- Ability to work a flexible schedule of days, evenings, weekends, overnight stays, and holidays, as required. Ability and willingness to work on call to meet facility and service needs.
- Regular travel throughout the province of Alberta is a requirement.
- Reliable transportation and a valid Class 5 Driver's License.

What We Offer

- The opportunity to work for the newly ratified Otipemisiwak Métis Government and be part of the largest Indigenous Government in Canada.
- An opportunity to learn about Métis culture, history, and art.
- Meaningful work in a fun and supportive work environment.
- Training and professional development opportunities.
- A comprehensive benefit package and employer contributions to Pension Plan.
- Generous time off policies.

Métis applicants are encouraged to apply! Apply online at <http://albertametis.com/careers/>.

The Otipemisiwak Métis Government thanks all applicants for their interest. Only applicants selected for an interview will be contacted. Please note that candidates who have been selected to move forward to the next stage of the recruitment process will receive an email to complete a short online one-way video

interview. Should you have any concerns with completing the video interview, please reach out to Human Resources by responding to the email invitation. No phone calls please.

