Analyst, Property Management and Elevators

Job Posting #	OREP PEP - 12
Division	Operations & Real Estate Partnerships
Department	Property Management
Campus	St. George (downtown Toronto)
Term Duration	January 2020 – June 2020.
Hours of Work	Monday to Friday: 8:45am – 5:00pm

POSITION SUMMARY

Property Management is the principal contact for clients for all their service requirements. Every building on the St. George campus has a designated Property Manager. Property Management oversee capital renewal (deferred maintenance and facilities renewal) programs to ensure University buildings are kept in a state of good repair, general maintenance, and minor renovations on campus.

The Property Management group is looking for an Analyst to join their team, the incumbent will gain practical skills and experience in various aspects of property management such as elevator performance, service orders, records management and process improvement projects.

RESPONSIBILITIES & DUTIES

Elevator Performance:
- Create a dashboard report for elevator performance on the St. George Campus, of the more than 250 elevating devices on campus, under the direction of the Manager and Director.
- Report will consist of graphs and key performance indicators such as the number of concerns each month, monthly and annual trend lines, a pareto chart of the types of concerns, and a comparison to the campus average.
- Monthly and annual planned maintenance and any regulatory requirements will also be included.
- The report will be generated monthly. Data from SAP will be extracted into Excel. The report will be created in MS Excel, with embedded macros to make it easy for the administrative staff in Property Management/Elevator Operations to continue the report after the work term is complete.

Service Orders:
- Create a dashboard report for Service Orders.
- Report will consist of graphs and analysis of the total number of service orders, average time to complete, overdue service orders, and other key performance indicators.
- The report will be generated monthly. Data from SAP will be extracted into Excel. The report will be created in MS Excel, with embedded macros to make it easy for the

administrative staff in Property Management to continue the report after the work term is complete.

Property Management Process Improvement Initiatives:
- Support senior staff in the development of Vendors of Record, and ensuring vendors/contractors are current with requirements for insurance, safety training, policies and procedure
- Support senior staff in the procurement of campus wide/multi building services
- Project Management tools and templates for construction/renovation projects such as work breakdown structure, process checklists, process flow charts, meeting agenda and action log, notices
- Create/update training documentation for new staff
- Process and checklist for 'Building Turnover' from Capital Projects to Property Management

Records Management:
- Support the Business Officer in improving the storage of files in shared computer drives
- Updates to building floor plans

MINIMUM QUALIFICATIONS

Education:
Recent completion or currently enrolled in an Engineering or Architecture undergraduate degree program, or a comparable study area.

Experience:
Minimum of six (6) months experience working in a similar capacity would be an asset.

Skills:
Excellent computer skills including:
- Advanced level of MS Excel, Visio, Word

Other:
Ability to meet strict deadlines and work effectively when there are multiple demands while maintaining a high degree of accuracy and attention to details; ability to work independently as well as part of a team; excellent organizational and interpersonal skills; shows initiative and the ability to exercise good judgment and maintain discretion.

HOW TO APPLY

Please submit your applications including the job title and job posting number in the subject line of the email to hruniversityoperations@utoronto.ca by **January 7, 2020 at 11:59pm**. Be sure to include a resume and cover letter.

Due to the high volume of applications we receive, only candidates selected for an interview will be contacted. We will keep your resume on file in case an opportunity comes up which matches your background and experience.

We thank you for your interest in the University Operations Professional Experience Program.