

Supervisor, Fire & Life Safety

Job Category: Operations

Requisition Number: SECUR002623

Posted: January 13, 2025

Full-Time

On-site

CF Market Mall
Calgary, AB T3A0E2, CAN

Job Details

Description

Job Accountabilities:

- Maintenance and inspection of all fire & life safety systems to applicable codes and company standards. Monitor non-compliance and timely completion of deficiencies
- Planning and monitoring of all property fire & life safety, and Occupational Health & Safety training, in line with company and industry standards
- Implement, upkeep and test emergency response plans to ensure the property is adequately prepared to deal with a wide range of potentially adverse incidents, and the annual training of tenants
- Ensuring tenant premises are inspected as per established standards and confirming completion of any noncompliance items,
- Communicate and conduct required annual evacuation drills as per code and collaborate closely with tenants and partners on their emergency preparedness response plans.
- Supervise the work of contractors ensuring all fire & life safety systems are operational, all tests conducted at the appropriate times and services are available during all operational periods. Reviews costs, invoices, and makes approval recommendations and adjustments as needed.
- Assist with annual fire & life safety service contracts administration and scheduling
- Participate in external and internal audits and represent the property teams as the focal point of contact
- Review drawings, blueprints for code compliance and recommend modifications as required.
- Monitor property level health and safety compliance including use of internal online reporting platform
- Maintain relevant training, inspection, and maintenance level documents
- Assist property teams with hazard identification, incident investigation, new employee orientations and training.
- Assist with Joint Health & Safety Committee functionality, workplace inspections and following up on recommendations
- Ensure departmental and individual goals relating to fire & life safety are achieved
- Collaborate closely with Project Management, Operations, and tenants prior to and throughout construction projects and ensure fire verification requirements are met.
- Collaborate closely with emergency response authorities ensuring emergency response training is aligned with municipal requirements. Administer and maintain property emergency notification system
- Review and post the Fire Safety Plan, Standard Operating Procedures and Emergency Response Plan.
- Assist with creating and delivering ongoing reviews of critical Emergency Response Plans utilizing tabletop drills/exercises
- Support Security Operations nationally in identifying hazards, reporting on compliance and other best practices
- Assist with reviewing/updating the Tenant Construction Manual and enforce accordingly
- Establish and maintain key contacts with internal, tenant, public authority, supplier, and life safety industry stakeholders
- Other duties as required

Scope of Responsibility (*financial, people, operations*):

- No financial responsibility
- No direct reports
- Supports property projects and programs, as they relate to fire & life safety systems.

Education and Experience Requirements:

- Completion of Grade 12 Diploma or equivalent
- Diploma or certificate in Fire Engineering Technology or Occupational Health and Safety
- Minimum of 3 years working in a fire and life safety or Occupational health and safety capacity
- Canadian Fire Alarm Association (CFAA) License or completion of CFAA Theory exam with minimum 2 years theory experience
- NFPA 1031 certification
- Knowledge of building operating systems and maintenance of fire and life safety systems and equipment
- Knowledge and understanding of all applicable fire and life safety related laws, bylaws, regulations, and codes for the province as well as federal and municipal legislation
- Digital literacy in MS Word, Excel, PowerPoint, or similar software
- Understanding of NFPA Standards, fire safety system and suppression equipment/methods, Knowledge of industry techniques and emergent trends in Fire & Life Safety
- Knowledge and experience working with Maximo HSE an asset

Core Competencies and Skills:

- Ensures adherence to applicable Fire and Building Codes and standards, as well as the Occupational Health and Safety Act.
- Proven project planning/management skills and record keeping
- Strong communication skills, written and verbal

- Excellent organizational, priority and time management skills
- Ability to work independently and as a team-player with a strong customer service orientation
- Ability to multitask with tight and dynamic deadlines
- Ability to interact at all organizational levels with tact and professionalism
- Ability to deal with the public/tenants and respond to inquiries in a tactful and courteous manner
- Detail-oriented and focused on accuracy
- Ability to work under pressure and handle stress
- Good public speaking and presentation skills in group settings
- Ability to work with minimum supervision
- Ability to take initiative and proactively provide suggestions/solutions to team members

Working Conditions:

- Typical office environment
- Use of keyboarding skills
- Periods of sitting at computer terminal
- Periods of walking throughout the property including flights of stairs in a high-rise tower.
- Willingness to work hours outside of the regular business routine
- On call to respond as required to emergency incidents
- Occasional travel to conferences and/or meetings

Why you should join us:

At Cadillac Fairview we have been transforming communities for over 50 years. We are so much more than our properties. We are building leaders at all levels. We offer the challenge of interesting work, a great organizational culture, the opportunity to collaborate with the best in the business, and support for your growth and development. We reward values-based behavior and superior results with a competitive rewards package that includes best-in-class benefits and pension. Imagine a place where you can make a difference!

At CF our everyday actions and critical business decisions are guided by our CF Values. Achieving results is naturally important for us and we achieve results through behaviours that are consistent with our CF Values.

Are you someone who believes in our values?

- **Aim Higher** – we strive to exceed expectations
- **Own Your Expertise** – we empower ourselves and each other
- **Collaborate Effectively** – we bring the right people together to get the right results
- **Engage with Empathy** – we objectively consider the needs of others
- **Embrace Change** – we drive, learn from, and adapt to change

At CF you'll join a diverse community and award-winning team where your talent and commitment to excellence are welcomed, valued and respected. **We're ready to meet you there – are you?**

CF is an **equal opportunity employer** and is committed to creating a diverse and inclusive environment. If you need reasonable accommodation during the recruitment, assessment, and/or selection process, please notify your CF contact or email cfcareers@cadillacfairview.com.