



Junior Asset Management Specialist Burnaby, BC

JRS Engineering (JRS) is an industry-leading engineering firm providing professional consulting services throughout Western Canada. Since 1997, we have remained committed to delivering best-in-class building science solutions that prioritize value, quality, and performance. We work with our clients – developers, architects, building owners, property managers, legal and insurance professionals, industry consultants, manufacturers, and contractors – to deliver technically sound, cost-effective solutions for projects of any size and complexity.

We're problem-solvers with high standards. We seek to hire those who thrive on collaboration, love a technical challenge, and can apply that knowledge to come up with practical solutions that work for our clients.

Our Mission

To lead our profession by consistently delivering high-quality services, maintaining and cultivating our technical knowledge, and valuing our clients' goals.

Our Corporate Culture

The JRS corporate culture is built on collaboration. Guided by our core values, we are committed to fostering an environment that promotes growth through professional development, teamwork, and mentorship. We take pride in celebrating our people, their diversity, and their professional and personal achievements.

Your Opportunity

You will assist with asset/reserve planning reports, advice, and consultation to property owners, managers, consisting of strata councils, co-op boards and commercial owners. This includes reserve planning/analysis, condition assessments, site reviews, and report writing.

Here's what you'll be doing at JRS:

Technical Responsibilities

- Become proficient in all kinds of assessment reports including Depreciation Reports, Reserve Fund Studies, Building/Facility Condition Assessments, and Capital Reserve Plans, as well as Warranty Reviews, Maintenance Reviews/Plans and related deliverables.
- Apply knowledge from the Strata Property Act, Homeowner Protection Act, BC Building Code, ASTM Standards, as well as other industry related guidelines, regulations, and best practice bulletins.
- Liaise with AHJ (Authorities Having Jurisdiction) on behalf of JRS and our clients to obtain drawings and other property documents.
- Review drawings, reports, and strata plans as well as any technical, financial and legal documents related to the physical assets of specific properties.
- Perform on-site visual reviews of buildings and properties (i.e. residential, commercial, mixed-use, bare land) to compile and establish the condition of all physical assets. Assessments include review of the foundation/structure, building envelope (e.g. roof, windows/doors, walls, balconies as well as associated flashings, membranes, coatings and sealants), and architectural/interior finishes as well as limited mechanical, electrical, conveyance, site services and fire protection systems and components.
- Research and analyze market, economic and property/real estate data, documents and building bylaws.
- Meet, correspond with, and interview property owners and representatives.
- Develop replacement cost estimates for all applicable assets based on projects/reports, construction manuals, take offs from drawings or measurements on site.
- Explain findings and provide recommendations to clients, virtually or in person.

- Liaise, coordinate, and follow up with other technical consultants as needed.
- Maintain various costing databases, project archives as well as update related processes and procedures.
- Compile, analyze, and summarize data from reports for future reports, articles, presentations and/or technical/industry publications.
- Assist with other services as needed to support JRS' varying workload. This includes, but is not limited to, the following: testing, research, document review, permit applications.

Business Development Responsibilities

- Assist with proposals, RFPs, RFQs and multiple portfolio/property requests.
- Assist with preparation of marketing material and provide support for business and client development opportunities.
- Assist with research, data compilation, and analysis as part of presentations, articles and publications for journals, magazines and conferences.

General Responsibilities

- Work with, and report to, senior and intermediate team members as dictated by project complexity and to expand upon knowledge base and experience.
- Correspond with JRS technical staff, clients and contractors with respect to all duties and responsibilities.
- Communicate effectively to provide clients with professional opinions, risks, and limitations associated with deliverables.
- Maintain full knowledge of scope of work and scope of services for each project including any changes that may occur throughout the course of the project.
- Ensure services are compliant with scope and JRS company standards and procedures.

Here's what you bring to JRS:

Education and Experience

- Degree or Diploma related to Engineering/Technology, Architecture, Appraisal, Construction Management, Cost Estimating, Quantity Surveying, Home Inspection. Degree/diploma or in progress will be considered.
- In progress certification in reserve planning or analysis such as Certified Reserve Planner (CRP), Professional Reserve Analyst (PRA), Registered Reserve Fund Analyst (RRFA).
- 0 to 2 years of related industry experience.

Knowledge, Competencies, and Capabilities

- Knowledge of building components, construction, and financial documentation.
- A commitment to professional development by attending conferences and seminars.
- A commitment to remaining current with processes, jurisprudence, and regulations surrounding Depreciation Reports and similar types of reports.
- Outstanding communication skills, verbal and written (experience writing reports) including the ability to translate vague or complex requests into concrete actions.
- Able to speak to clients.
- Superb organizational, time management, and coordination skills.
- Excellent interpersonal skills.
- Ability to work effectively in a team environment.
- Excellent attention to detail and accuracy.
- Self-starter with the flexibility to adjust to changing priorities and varied workloads.



- Excellent relationship building skills including networking.
- Willingness to meet budgets and deadlines.

Other Requirements

- Must hold a valid British Columbia Driver's Licence.
- Willingness to work at heights using bosun chairs/full body harnesses is an asset.

Annual salary range - \$55,000 to \$70,000

Why choose JRS:

We are a growing company within our industry, and we hope you share the same enthusiasm for growth within yourself. JRS celebrates our employees annually with a holiday party, a team-building day trip to Whistler, and a family-oriented summer BBQ. We strive to create a culture of support and collaboration in and outside the office.

JRS Engineering is an equal opportunity employer and is committed to an inclusive, barrier-free recruitment and selection processes and work environments. Please let us know of any accommodations needed to ensure you have access to a fair and equitable process.

Join us today and grow your potential alongside our own. JRS offers competitive compensation based on experience, full benefits, and support for continuing education.

To learn more about JRS and apply for this opportunity, please visit our careers page at <https://www.jrsengineering.com/careers/>