

Position	Building Operator
Division	Office/Industrial Property Management
Reports to	Supervisor, Operations
Level of Role	I
Manages Teams	No

PURPOSE

The Building Operator is accountable to Supervisor, Operations for performing routine preventative and ad-hoc maintenance activities on a daily basis pertaining to the building and site equipment in a timely and cost-efficient manner to ensure uninterrupted performance of all building systems and programs.

DUTIES AND RESPONSIBILITIES

- 1. Building Maintenance**
Performs routine, preventative and ad-hoc maintenance and schedule programming of all building and site equipment (incl. fire, life, safety and emergency systems, HVAC, energy, security and video surveillance systems and ground-keeping equipment) and structural components of the building to ensure the property adheres to the company standard policies & procedures.
- 2. Life, Safety and Emergency Systems**
Ensures all building life, safety and emergency systems are maintained: including the routine fire alarm tests and fire warden meetings and compliance with all Health and Safety, Risk Management and environmental policies and procedures as they relate to the property; responsible for log keeping related to building general as well as life and safety systems.
- 3. Tenant Services**
Performs tenant repairs and service requests to ensure that such services are provided in timely manner to full tenants' satisfaction and ensuring that company policies & procedures are adhered to.
- 4. Construction Projects**
Supervises contractors working on-site; assists with various construction projects, coordinates receipts of quotes from various third-party service providers, if required
- 5. General Maintenance**
Supervises cleaning activities, when required. At some properties, may assist with maintenance of vacant space.

Any other job related duties and/or projects that may be assigned.

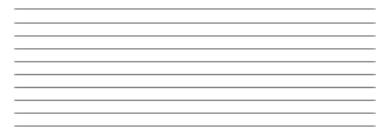
MINIMUM REQUIREMENTS

Skills, Knowledge, Experience and Education

- Minimum 2 years of relevant experience in building operations or related trades
- Working knowledge of Blackberry, computerized systems and operations specific software.

Core Competencies

- Excellent technical trouble-shooting and problem solving skills
- Client service skills
- Ability to prioritize
- Excellent organizational skills.



ADDITIONAL REQUIREMENTS

- Prior exposure to Business Automation/Energy management Systems and other operating systems of a property is an asset
- Solid knowledge of WHMIS requirements is an asset
- Valid Driver's License is an asset.