



## Building Operator – Level 1 True North Square, Winnipeg

Applicants are asked to submit interest to:  
<http://bentallkennedy.com/careers.php>

### **Position Overview**

Reporting to the Operations Supervisor, the Building Operator, Level 1, is a senior-level building operator responsible for operational, and technical support of a single facility or complex of buildings. The Building Operator, Level 1, oversees maintenance and repair of the facilities and has supervisory responsibility for a team of junior level building operators.

The primary objective of the Building Operator, Level 1, is to ensure that the assigned facilities or complex of buildings are being operated and maintained in a safe, efficient and environmentally responsible manner.

### **Duties / Responsibilities**

The primary responsibilities of the Building Operator, Level 1, include:

- Conducting and overseeing preventative maintenance and unscheduled/demand repairs of HVAC, mechanical, plumbing, building hardware, lighting, electrical, controls, elevating devices, security and life safety systems;
- Maintaining records in the CMMS, monitoring of demand maintenance repeat events, tracking maintenance issues and reporting to the Operations Supervisor;
- monitoring of energy and utility consumption, recording and tracking energy and utility data;
- assisting in performing environmental assessments and reporting;
- implementing the corporate occupational health and safety program;
- management of waste, recycling and hazardous materials;
- operation and programming of computerized control and automation systems, provide trend reports and monitor the building systems for optimal operation;
- assisting in tenant improvement construction management and vendor oversight;
- ensuring curtain wall, structural and roof integrity/maintenance;
- in conjunction with the Operations Supervisor, perform facility inspections for mold, damp intrusion and condensation issues;
- oversight of the water treatment program and ensuring Legionella monitoring program is in place and maintained;
- day to day response to tenant service requests;
- assisting in insurance and risk management inspections, conduct remedial actions and reporting as necessary;
- assist in development of annual operations and capital project budgeting;
- liaising with regulatory or civic authorities having jurisdiction;
- providing technical and administrative assistance to internal and external clients;
- supervising junior level building operations staff and assisting in their training objectives;
- ensuring safe working practices are observed at all times;
- following manufacturers maintenance recommendations and best industry practices;
- maintaining up-to-date O&M literature and observing and filing any technical service bulletins associated with equipment;



## Building Operator – Level 1 True North Square, Winnipeg

- remaining current and up to date with new industry practices, legislative changes and new technologies;
- assisting the Operations Supervisor with on-going coaching/mentoring and providing the Operations Supervisor with feedback on staff performance and development;
- other assigned duties as required.

### Sustainability

- Embrace and proactively support Bentall Kennedy's culture of environmental responsibility and social responsibility;
- Operate the building in an energy and utility efficient manner;
- Consistently and accurately input and manage energy performance, maintenance and environmental risk data into the respective management systems where appropriate;
- Continually seek opportunities to improve energy consumption;
- Actively support, advocate and develop sustainability initiatives;
- Quickly respond to and manage environmental hazards;
- In conjunction with the Operations Supervisor, consider sustainability when evaluating options for replacement equipment and when reviewing building operations;
- Participate in tenant and staff community support events as appropriate.

### Qualifications

**Technical Qualifications** - The Building Operator, Level 1 shall have the following technical qualifications or industry equivalency:

- 5<sup>th</sup> Class Power Engineer minimum, 4<sup>th</sup> Class Power Engineer preferred;
- a Technical Certificate ( C.Tech. or A.ScT.) is an asset but not a requirement;
- a Journeyman Tradesperson (Electrician, Plumber, Refrigeration) is an asset but not a requirement;
- BOMI SMA / SMT is an asset but not a requirement;
- a minimum of 5 years direct work experience in a progressive intermediate building operations maintenance position in commercial high rise building or similar structure;
- experience operating medium to large chiller and boiler plant;
- experience with CMMS and building automation systems;
- experience programming building automation, security, lighting and other controls systems, including PLC and VFD controls is an asset;
- a sound understanding of Workplace Health and Safety practices;
- knowledge of security systems including card access and CCTV is an asset but not a requirement;
- a valid driver's license;
- basic skills in Microsoft Office and general computer software applications;
- good fault finding and analytical skills, ability to write technical reports.

**Communication & Relationship Skills / Personal Character Traits**- Ability to communicate effectively and professionally, both orally and written, to General Manager level; ability to develop and sustain cooperative working relationships with all business units, clients and tenants; mature and self-motivated



## Building Operator – Level 1 True North Square, Winnipeg

team player who is committed to personal growth and ethical integrity; maintains a neat and professional appearance at all times.

**Time Management / Working Environment** - Ability to allocate one's time effectively and manage tight deadlines; ability to work under pressure and achieve quality results; ability to handle multiple demands and competing priorities, adaptable to new ideas and embrace changes; results and detail oriented; work within an environment that is subject to moderate to high levels of stress in emergency or conflict situations; on occasion requires involvement in repairs or maintenance in inclement weather or uncomfortable environmental working conditions; may be required to attend to or provide direction during after-hours emergency situations; requires the ability to demonstrate good manual dexterity, exert moderate physical effort and must be able to move quickly in emergency situations; is able to thrive within a busy working environment. The position requires the ability to respond to emergency calls outside of regular working hours as necessary.

**Organizational & Leadership Skills** – Ensure operations records, files and documentation are maintained in an orderly, accurate and timely fashion; sound administrative and organizational skills; possess good leadership, supervisory and coaching skills; demonstrates a mature outlook; excels at accommodating client and tenant requests in a cooperative, diplomatic and expedient manner.

**Decision Making Skills** - Ability to resolve problems using facts and sound reasoning; ability to achieve goals using logical and strategic approaches to resolving challenges; able to take charge in an emergency situation and understand reporting and escalation requirements; ability to process complex situations and prioritize work and communications flow appropriately.

*Upon request, accommodation at any time throughout the hiring process is available through Bentall Kennedy's Human Resources department for applicants with disabilities.*