



Building Operator – Level 3 True North Square, Winnipeg

Position Overview

The Building Operator, Level 3 is an entry or junior level building operator responsible for operational and technical support. Responsible for installation, repair and maintenance of mechanical systems within a building, including replacement of lighting, adjustments and calibration of controls, preventative maintenance inspections, and assistance in Life Safety Systems maintenance. The Building Operator, Level 3 is competent to perform daily rounds and operate a building of moderate size and level of complexity as it relates to building systems and tenant demands. The Building Operator, Level 3 will report to the Senior Building Operator (Building Operator, Level 1).

The primary objective of the Building Operator, Level 3 is to ensure that the assigned building or complex of buildings is being operated and maintained in a safe and environmentally responsible manner and to the highest level of operational efficiency.

Duties / Responsibilities

The primary responsibilities of the Building Operator, Level 3 include:

- installing, repairing and maintaining climate control and other mechanical systems within a building
- performing preventative maintenance and unscheduled repairs of HVAC, mechanical, plumbing, lighting, electrical, and life safety systems;
- general maintenance including back-of-house housekeeping such as sweeping, litter pick up, shoveling and pressure washing as required;
- assisting the Senior Building Operator with environmental assessments and reporting;
- participating in corporate occupational health and safety program;
- assisting with waste, recycling and hazardous materials organization and control;
- monitoring of computerized control systems;
- Conducting daily rounds of the property and completing system logs;
- responding to tenant service requests;
- responding to emergency and critical situations;
- assisting with the Senior Building Operator with workplace and building condition inspections, remedial actions and reporting;
- remaining current and up to date with new industry practices, legislative changes and new technologies;
- other assigned duties as required



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Sustainability

- Embrace and proactively support Bentall Kennedy's culture of environmental responsibility and social responsibility.
- Continually seek opportunities to improve energy consumption
- Quickly respond to and manage environmental hazards
- Ensure waste materials are appropriately dealt with and recycling initiatives are observed
- Consider sustainability when conducting maintenance, repair and replacement duties
- Participate in tenant and staff community support events as appropriate

Qualifications

Technical Qualifications - The Building Operator, Level 3 shall have the following technical qualifications or industry equivalency:

- 5th Class Power Engineer (or equivalent) or working towards, or;
- a Trade Certification or time served in a trade or demonstrated previous mechanical experience;
- 1 to 2 years of direct work experience holding a junior position in building operations;
- a valid drivers' license;
- entry level skills in Microsoft Office;
- ability to work with CMMS and complete work orders electronically

Communication & Relationship Skills / Personal Character Traits- Ability to communicate effectively and professionally, both orally and written, with all levels within the company; mature and self-motivated team player who is committed to personal growth and ethical integrity.

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 critical or emergency situations; requires the ability to exert moderate physical effort and must be able to move quickly in emergency situations; is able to thrive within a busy working environment.

Organizational & Leadership Skills – Ensure operations records, files and documentation are maintained in an orderly, accurate and timely fashion; sound administrative and organizational skills, ability to take charge and escalate issues to the appropriate level of decision makers.

Decision Making Skills - Ability to resolve problems using facts and sound reasoning; ability to achieve goals using logical and strategic approaches to resolving challenges.

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