

CAREER OPPORTUNITY

Building Operator

JOB SUMMARY

Seeking a talented individual to join the Operations Team in Winnipeg. This individual will report to the Operations Supervisor and will be responsible for the day-to-day operations of assigned properties. The ideal candidate is self-motivated and detail-oriented. The candidate must be organized and have proven capabilities in multi-tasking, problem solving, and prioritizing workloads.

RESPONSIBILITIES

Work closely with Building Operations staff to ensure smooth building operations.

Be familiar with all aspects of the building operations including but not limited to HVAC, mechanical, electrical, plumbing, life safety, etc. and ensure all equipment and systems are operated in a safe and efficient manner and are in compliance with all applicable government codes and regulations.

Conduct inspections on all site mechanical, electrical, and HVAC systems and related equipment on daily/weekly basis, and complete appropriate record logs in order to ensure equipment is maintained in good working order.

Take daily readings of all major equipment and document; document and inspect for irregularities in readings.

Complete minor maintenance and repairs as required.

Conduct regular interior, exterior, and roof inspections of properties for damage and perform or arrange repairs.

Maintain a list of up-to-date and accurate emergency contact information and regularly review the procedures for life safety, emergency response, and fire safety plan.

Monitor building security system, fire alarm panel, and sprinkler system regularly for proper operation and report any discrepancies.

Provide assistance to Property Manager and/or Operations Supervisor in the preparation of building operating budget.

Respond to tenant concerns in a timely manner and assist in solving problems as required.

Ensure all health, safety, and security procedures are adhered to and areas of concerns are reported to the appropriate parties in a timely manner in order to limit exposure to liability and loss.

Inspect and test fire protection equipment and systems at recommended intervals for proper operation in order to meet legislative requirements and ensure tenant and customer safety.

Ensure service contracts are enforced, service levels are achieved, and contractors are adequately supervised when on site.

Carry out, or supervise execution of all preventative maintenance tasks as prescribed on all equipment and systems.

Coordinate and supervise delivery of services to tenants.

Maintain shop and equipment inventory, request replacement inventory as required.

Complete any other duties as requested or required by the organization's Standard Operating Procedures.

QUALIFICATIONS

Grade 12 or equivalent.

Certificate of Building Environmental Systems – Operator Class One & Two or SMT or Stationary Engineer 4th/5th Class or equivalent.

Minimum three to five years experience in general maintenance in a commercial, retail, or industrial environment.

Minimum three to five years experience in physical plant operations, HVAC, Plumbing, Electrical, Fire Alarm, and other related equipment and systems.

Sound knowledge of building systems, life safety, and emergency procedures.

Hands-on and strong knowledge of general maintenance.

Ability to read and interpret mechanical/electrical blueprints.

Knowledge of Occupational Health and Safety Act, knowledge of Workplace Hazardous Materials Information Systems (WHMIS) and First Aid and CPR training.

Knowledge of Provincial Building Code and Regulations, Canadian Electrical Code, Provincial Fire Code and Electrical Safety Authority

Computer literate. Knowledge of Angus Anywhere is an asset.

COMPETENCIES

- Must be fluent in English;
- Good communication and customer service skills;
- Able to work independently with minimal direction and able to respond quickly to emergency situations;
- Good time management skills and ability to prioritize work in order to deliver successful results within agreed upon time frames;
- Collaborative worker and effective member of a team;
- Good judgment and decision-making skills;
- Detail-oriented and good organization skills;
- Positive attitude and willingness to work overtime and respond to emergencies;
- Adaptable to new ideas and change;
- Valid class 5F driver's license.