



# McCOR

**Job Opportunity**

**Available:**

**Building Technician**

**About us:**

McCOR Management is a national real estate services company that builds value into every project. Through our fully integrated suite of services and diverse team of disciplined and talented professionals, McCOR has the unique ability to direct and manage all facets of the real estate business.

**Purpose and Scope:**

This role will be responsible to ensure the effective operation and maintenance of the assigned properties.

**Responsibilities:**

- Responsible for the maintenance and operation of all systems and equipment within their assigned properties including HVAC, building automation systems, generators, etc.
- Ensuring, as necessary, ongoing in-house repairs and maintenance (i.e. lighting changes, minor repairs, adjusting thermostats)
- Responsible for 24 hour emergency on-call availability approx. one week per month
- Ensure compliance with health and safety legislation and standards
- Carry out day to day tenant requests
- Coordinating and monitoring suppliers and contractors on-site.
- Maintaining logbooks and meter reading on building equipment.
- Conducting regular interior/exterior, roof and property inspections.

- Police parking lots and issuing tickets when necessary
- Issuing purchase orders and ordering materials and equipment
- Assists with creation and maintenance of operations budgets
- Prepare monthly building reports for review
- Other tasks and projects as assigned

**Qualifications:**

- 1-2 years of similar work experience
- 5<sup>th</sup> Class Power Engineering or equivalent experience
- Basic working knowledge of Provincial Building Code & Regulations, Canadian Electrical Code, Provincial Fire Code and Electrical Safety Authority
- Must provide a clean criminal record check
- Ability to read and interpret blueprints, schematics and line diagrams
- Strong customer service and communication skills
- Basic computer skills
- Bondable through the RCMP to work in secure areas

Contact McCOR, Attention: Chris Okell, 1000-330 Portage Ave, Winnipeg, MB R3C 0C4

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