

**TITLE:**

Building Operator

About us:

McCOR Management has offices in Calgary, Edmonton, Gatineau, Laval, Regina, Toronto, Vancouver, Yellowknife and Winnipeg, offering national reach needed to best serve leading investors and occupiers while retaining the local expertise to accommodate smaller firms and sole proprietorships competitively. Built on shared values, understanding and passion of its founders, McCOR will build long-term value for its clients and their properties by maximizing efficiencies, minimizing costs and increasing revenues.

McCOR is a people business. It's our people, and their drive to always do their jobs to the very best of their ability that make us different. We're renowned for creating and nurturing outstanding teams and individuals.

Purpose and Scope:

This role will be responsible for ensuring 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, fire safety systems 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 rotations (approximately once every four weeks)
- 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:

- 2-4 years of similar work experience
- 4th or 5th Class Steam Certificate
- 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
- Able to work under pressure and meet tight deadlines
- Basic computer skills
- Bondable through the RCMP to work in secure areas

How to Apply:

Please email your resume to cokell@mccor.ca.