



Building Operator, Level 3

Winnipeg, Manitoba

QuadReal is a global real estate company owned by the British Columbia Investment Management Corporation (bcIMC), one of Canada's largest institutional investors with over \$123 billion in assets. Based in Vancouver and established in June 2016 to manage bcIMC's real estate assets, QuadReal's managed assets total more than \$18 billion and include more than 500 office, industrial, retail and residential properties in Canada and substantial real estate investments outside of Canada.

QuadReal focuses on maximizing returns for bcIMC's clients, providing exceptional service for our tenants and residents, and demonstrating industry-leading environmental, social and governance stewardship. We are continuing to build our platform in Canada and expanding into new markets throughout the US, Asia and Europe.

Reporting to the Operations Manager and supporting the Property and Operations Teams, the Building Operator, Level 3 is an entry or junior level building operator responsible for general building and grounds maintenance, repairs and operational support. The Building Operator, Level 3 in Winnipeg works independently as they monitor and work at all of the industrial properties across the City. The Building Operator, Level 3 also plays a vital role in QuadReal's Customer Service Excellence model.

The primary objective of the Building Operator, Level 3 is to maintain-Winnipeg's industrial real estate portfolio-in a safe and environmentally responsible manner and to the highest level of operational efficiency and appearance.

Responsibilities:

- general maintenance including minor drywall repairs (including patching and priming), painting, wood fence repairs, concrete repairs, flooring, caulking and overall housekeeping such as sweeping, interior windows, washrooms in vacant units, litter pick up (small and large items), picking weeds, shoveling, sanding, and pressure washing;
- Install and remove signage
- coordinate work for, train and mentor summer students who join the Team to assist with maintenance during the spring and summer months.
- ensure equipment and material storage areas and mechanical rooms are clean, organized, stocked and inventory documented at all times
- assist with vacant unit inspections
- assist with move ins and move outs
- assist in overseeing preventative maintenance and unscheduled repairs of HVAC, mechanical, plumbing, lighting, electrical, elevating devices, roofing and life safety systems;
- assist in observing service contract performance such as snow removal and landscaping
- assist with environmental assessments and reporting;
- participate in corporate occupational health and safety program;
- assist with waste, recycling and hazardous materials issues;
- respond to tenant service requests;



- remain current and up to date with new industry practices, legislative changes and new technologies;
- Support Operations Supervisors in afterhours/weekend on-call rotation. 2 weeks on, 4 weeks off;
- other assigned duties.

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
- drywall and painting experience
- general property maintenance knowledge and experience
- 1 year of direct work experience holding a junior or intermediate position in building operations an asset but not a requirement
- a valid drivers license;
- a personal vehicle for use, mileage is paid. A truck is preferred given the work requirements.
- entry level skills in Microsoft Office, SharePoint and e-mail

Communication & Relationship Skills / Personal Character Traits- Ability to communicate effectively and professionally, both oral 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 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. Is not afraid of heights and is comfortable climbing exterior ladders to access a roof.

Organizational & Leadership Skills – Ensure operations records, files and documentation are maintained in an orderly, accurate and timely fashion; sound administrative and organizational skills.

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