

Duties and Responsibilities

Program Services & Support:

The Building Operator operates as part of a team of Property Management professionals and provides support to a variety of program and service areas. The Building Operator ensures that the services provided are customer-focused and enable the business units to function in a cohesive and effective manner.

Duties include:

- Supervise and oversee operations of the buildings in your portfolio
- Ensure all maintenance work orders are completed as requested by the Property Manager.
- Manage security systems, including keys, card access, and CCTV.
- Conduct regular inspections to determine which areas need attention (if any). Determines action items, and reports findings to the appropriate property management team daily.
- Performs preventative and predictive maintenance within the building.
- Conducts routine, non-licensed inspections of the facility and completes fire equipment and boiler inspections to ensure that equipment is properly maintained and up to date.
- Perform routine maintenance and minor repairs within the building.
- Works closely with the Property Manager to arrange required inspections.
- Advises the Property Manager of required major and minor repairs or replacements with recommendations for execution.
- Ensures the safety and protection of the building, ensures doorways are accessible and unobstructed, and that facility doors are locked when not in use.
- Participates in meetings, workshops, trainings, and seminars for the purpose of conveying and/or gathering information required to perform the required functions.
- Carries out direct maintenance repairs on assigned projects and/or on specifically assigned projects within the portfolio.
- Attend emergency calls after hours when required.
- Complies with all local codes and regulations with respect to the operation and handling of any equipment within the property.
- Cooperates and complies with any local or government mandated inspections.
- Prepares written materials for the purpose of documenting activities and/or conveying information (i.e., repair status notices, activity logs, etc.).
- Approve and maintain work authorizations and hot work permits within the property
- Assist in overseeing renovations to ensure the integrity of the building and its equipment is maintained.
- Management of the CMMS software usage, including Equipment Data and new Equipment additions.
- Manage all life safety systems for the property including training and fire warden duties.
- Assists with administrative duties related to building maintenance, time sheets, etc.
- Provides support and assistance as required to other team members, in particular as workloads fluctuate.
- Collaborates effectively with team members throughout the business, from all levels.
- Other duties as required and assigned.

Financial Responsibilities & Resource Management:

The Building Operator does not have any direct financial authorities.

Responsibilities include:

- Ensures that all resources (time, supplies; equipment) are used in the most effective and efficient ways to support business activities.
- Conducts business in a fiscally responsible manner, considering budget and potential costs.
- Provides recommendations to the Building Operations Manager or Property Manager on the most efficient use of time and equipment in order to manage project costs for the annual operating and capital budget.

Client Experience & Stakeholder Relations:

The Building Operator ensures that all services provided are aligned with the strategic objectives of the business, with a particular focus on client experience. The Building Operator is responsible for acting as a point of contact for tenants, and providing services as needed.

Responsibilities include:

- Provides exceptional tenant services, emphasizing a cooperative and helpful approach in all interactions.
- Responds to work orders and other tenant inquiries in a timely manner.
- Responds to emergency repair calls immediately and ensures that the necessary steps are taken to rectify the issue.
- Responds to heating and cooling calls within 2 hours from the initial call; and responds to calls regarding lights and ballasts within 24 hours from initial notice or as soon as reasonably possible if safety is a concern.
- Participate actively in committees and team meetings as assigned.

The above information is intended to describe the general nature of this position and is not considered to be a complete statement of duties and responsibilities. Additional duties and responsibilities may be assigned provided they are consistent with the qualifications identified and fall within the parameters of this role.

BUILDING OPERATOR – Full Time**Company Description**

Dunsire Real Estate Services Inc. is a Winnipeg-based company dedicated to helping clients across Canada achieve their real estate objectives. Providing high-quality full-service commercial property management and real estate services, our hands-on approach emphasizes customer service and understanding the unique needs of each property to maximize its potential. We believe in transparent communication to facilitate the development and growth of our clients' businesses, building strong professional relationships in the process.

Role Description

The Building Operator located in Winnipeg, MB, is an energetic, conscientious, and detailed team player who enjoys being part of a team of professionals in a fast-paced environment. The Building Operator is involved in the day-to-day operations of the building, including general maintenance, maintaining mechanical systems, and fostering positive relationships with tenants, contractors, and other property management staff. The Building Operator ensures that building heating and cooling, mechanical and electrical systems are maintained and operated in order to provide a safe and functional environment for the tenants of the building.

Qualifications**Educational:**

- High school diploma required. Post-secondary education in any discipline is considered an asset.
- 5th class power engineers license or better, Systems Maintenance Administrator (SMA) or Systems Maintenance Technician (SMT) or better designation.
- WHMIS, CPR, First Aid qualified (within the last 3 years)
- Class 5 Drivers license

Professional:

- 5+ years' experience in the property management sector
- Operating knowledge of systems including (but not limited to) workplace tools, building automation systems, security, life safety, HVAC operations, hazardous materials handling, hardware, electrical systems, etc.
- Ability to develop and carry out preventative maintenance programs.
- Computer Skills - intermediate skills using Microsoft Outlook, Excel, Word and other Microsoft Office programs are required.
- Communication Skills - ability to communicate effectively and in a professional manner with all levels of the organization, both orally and written; possesses strong customer services skills and takes a diplomatic approach to successfully building and maintaining relationships with all stakeholders.
- Organizational Skills - 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, while adapting to new ideas and constant changes.
- Decision Making Skills - ability to resolve problems using facts and sound reasoning.
- Physical ability to carry out all duties as outlined

*Detailed Duties on next page.

What we offer

We provide a collaborative and engaging environment with a supportive growth minded culture.
Paid personal days, health benefits, and education allowance.

Send Resume to PMAdmin@DunsireRES.ca

