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Mobile Building Operator, Level 2

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About QuadReal Property Group

QuadReal Property Group is a global real estate investment, operating and development company headquartered in Vancouver, British Columbia. Its assets under management are \$94 billion. From its foundation in Canada as a full-service real estate operating company, QuadReal has expanded its capabilities to invest in equity and debt in both the public and private markets. QuadReal invests directly, via programmatic partnerships and through operating platforms in which it holds an ownership interest.

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Role Overview

The Mobile Building Operator, Level 2 (B02) is responsible for the daily operational execution across a portfolio of buildings. This role ensures the buildings are maintained to high standards, all systems are functioning optimally and tenant compliance is upheld. The B02 plays a key role in executing preventative maintenance, responding to service requests, and supporting the property management team in delivering operational excellence.

Working independently is a critical aspect of this role requiring initiative, accountability, and sound judgment in day-to-day operations.

B02s are expected to be proficient in operational platforms including SharePoint, Brightly, Yardi, Angus, QuadReal Connect, Stay Safe App, and other programs, inspection and compliance tools as required.

Success in this role is measured by property performance and appearance consistently presenting in-line with best-in-class expectations, timely issue resolution, work order response times, PM completion and thorough follow through on required repairs, actions to support energy reduction and corporate sustainability initiatives, and ongoing display of understanding and knowledge of the portfolio, performance expectations and SOPs. Independence in task execution, proactive problem-solving, and clear communication with the team are essential to success in this role.

Responsibilities:

- Conduct daily rounds across assigned buildings to inspect building exteriors, grounds and common areas;
- Communicate and action all observations as required;
- Maintain building systems in collaboration with Industry Partners including envelope, HVAC, plumbing, lighting, electrical, elevating devices, life safety systems, asphalt and landscaping;
- Initiate and oversee repair and maintenance tasks in accordance with the preventative maintenance schedule and as required;
- Assist team with overseeing and managing service contracts;
- Ensure building documentation is accurate and up to date including logs, inspection records, building fact sheets, angus, etc;
- Perform periodic inspections of tenant spaces to ensure compliance with the Lease;
- Collaborate with property team to communicate with tenants as required;
- Support leasehold improvements and capital projects by performing onsite inspections and reviews and provide technical input where required;
- Respond to work orders promptly using prescribed platforms such as Angus and QuadReal Connect;
- Ensure work order acceptance and acknowledgment within permitted timeframes;
- Utilize all required software tools for inspections, health and safety reporting, and compliance tracking;

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- Ensure efficient use of materials and resources during maintenance and repair work;
- Communicate regularly with the operations and property management teams to share updates, escalate issues and align on priorities;
- Participate in team meetings and contribute to a collaborative and safety-focused work environment;
- Support and mentor Summer Students and Interns as required;
- Participate in an on-call rotation to provide after hours support for building operations, following a schedule of two weeks on and four weeks off;
- A reliable vehicle is required to travel between job sites. Mileage will be compensated according to company policy.

Qualifications & Experience

- 3 plus years experience in building operations or commercial/industrial/residential maintenance;
- Strong HVAC knowledge, including RTUs, economizers, unit heaters, and BAS controls;
- Electrical competency for lighting, low voltage troubleshooting, breakers, and basic wiring within code limits;
- Plumbing skills including domestic water systems, fixtures, drainage, and leak diagnosis;
- Understanding of life safety systems such as fire alarms, sprinklers, and emergency lighting;
- Experience with industrial equipment like overhead doors, dock levelers, exhaust systems, and warehouse heating equipment
- Ability to read and interpret mechanical drawings, equipment manuals, as-builts, and shop drawings;

Certifications

- Building Operator Level 2 or 3 (BOMA, BOMI, or equivalent) an asset, not always required
- Power Engineer 5th Class an asset, not always required

Note to Recruiters: QuadReal does not accept unsolicited resumes from any source other than directly from a candidate. Any unsolicited resumes sent to QuadReal, directly or indirectly, will be considered QuadReal property. QuadReal will not pay a fee for any placement resulting from the receipt of an unsolicited resume. A recruiting agency must first have a valid, written and fully executed agency agreement contract for engaged services to submit resumes.

QuadReal Property Group will provide reasonable accommodation at any time throughout the hiring process for applicants with disabilities or for those needing job postings in an alternate format. If you require accommodation, please advise the Talent Acquisition team member you are working with and include the following: Job posting #, your name and your preferred method of contact.