



BUILDING OPERATOR

Permanent Position

City: Edmonton, AB

We are seeking a qualified Building Operator that has at least 3 years experience and a Class 5 (or higher) Power Engineering certificate who is looking for an opportunity to take on a lead role in operations of our facilities. The successful candidate will have strong communications and interpersonal skills that allow him / or her to successfully develop positive relationships with the Property Manager and commercial office and condo Tenants. Strong problem solving skills are a necessity to manage the modern HVAC devices and control systems in new facilities. Additionally, the candidate should have knowledge of the operation and trouble-shooting of heat pumps in a commercial building.

Responsibilities:

- Be familiar with all aspects of physical building operations, ensuring all operations are carried out in a safe and efficient manner at all times.
- Responsibility for and performance of all tasks related to Building Operator, including but not limited to, work generated from Preventative Maintenance and Work Order system and direct Tenant request.
- Suggestions, recommendations, and implementation of improvements, alterations, upgrade, or replacement equipment or systems integral with the buildings.
- Maintain maintenance logs and adherence to maintenance schedules of all equipment
- Respond to and complete in an acceptable time frame all Tenant requests.
- Be responsible for the appearance of the property and the safety and convenience of the tenants at all times. This is including grounds keeping as required and resolution of unsafe conditions in the facilities that arise due to weather conditions, contractors working, or Tenant issues.
- Supervision and coordination of contractors as required completing service/construction/capital projects pertaining to building operations/improvements, and reporting all concerns.
- Supervision/coordination and Liaise with tenant's sub-contractors as required
- Provide backup to other members of the crew with trouble and problem investigations and solutions and assist with investigative projects related to other building equipment, systems, and operating parameters as directed.
- Other duties as assigned by the Property Manager from time to time based on needs, training, knowledge, and capabilities.
- Be available for on-call duty as required.
- Perform administrative work as required such as completion of work orders and maintaining required databases.



- Conduct regular site inspections and adhere to inspection schedules ensuring the building equipment meets scheduled and periodic maintenance requirements and contractor service levels are achieved.
- Carry out minor maintenance requirements on a scheduled or periodic basis, including but not limited to lamp replacement, litter pickup, sweeping, mopping, washroom maintenance.
- Monitor risk management and environmental issues, reporting accordingly.
- Assist in preparation of budgets.
- Perform and/or monitor building security requirements and fire alarm/sprinkler systems.

Qualifications:

- High school diploma supplemented with a minimum 5th Class Power Engineer Ticket, Valid WHMIS certificate.
- Valid driver license and reliable automobile for use at work.
- Minimum 3 years directly related experience in all areas of building operations systems including HVAC, Electrical, Controls, Fire Alarm, Life Safety and BMS.
- Current First Aid certification
- Able to work independently with minimal direction and respond to emergency situations.
- Conversant with all safety, fire, OH&S and building codes.
- Computer Skills – Good knowledge of Windows XP, Outlook, Microsoft Word, Excel.
- Ability to work with the Blackberry devices
- Relationship Skills – Ability to communicate effectively and professionally utilizing computer, oral and written skills. Ability to develop and sustain good working relationships with contractors, tenants, and public.
- The ability to manage other operations staff and contractors
- Organizational/Multi-Task Skills – Ability to allocate one's time effectively, work under pressure and manage tight deadlines; ability to handle multiple demands and competing priorities, adapt to new ideas and constant changes.

Salary:

Salary will be competitive within the industry and based on experience.

To apply for this job opportunity please fax or email resume to:

BLDG Services Group
RE: Employment

Fx: (780) 757-8017
E: employment@bldg-inc.ca