

JOB OPPORTUNITY

2011 - 21

Title: Building Operator
Location: One Queen / 20 Richmond Street East, Toronto, Ontario
Reporting To: Building Operations Manager

Primary Tasks and Responsibilities

Technical Skills/ Duties:

Complete understanding and working knowledge of HVAC, lighting, and Life Safety Systems
Knowledge of Building Automation System, preferably Johnson Controls, Metasys System and Building Security System preferably CCure
Full knowledge of both pneumatic and DDC controlled systems
Perform preventative maintenance to base building equipment as per PM program i.e. Angus Anywhere
Complete daily, weekly, monthly logging of all equipment in accordance with preventative maintenance program
Assist/direct contractors with Life Safety, annual inspections, electrical and mechanical repairs
Must be familiar with Fire Alarm Panel function, preferably a Simplex 4100U
Must be willing to respond and complete tenant requests for HVAC, Lighting, Plumbing, Electrical and or other general repairs
Other duties as assigned by Property Manager and/or Operations Manager

Skills & Experience Required:

Must have excellent interpersonal skills, a willingness and ability to meet and deal with tenants on a one-to-one basis
Must be familiar with Green building rating systems and associated duties: LEED-EB, BOMA Best or equivalent;
Must be familiar with energy management best practices associated program requirements;
Ability to assist other building staff in all components of building operations
Must be self motivated, ability to work both independently and in a team environment
Must have ability to multi-task and to continuously adjust priorities
Ability and willingness to work after hours as required
Willingness to accept additional responsibilities, beyond specific duties, to assist operations and management team
Good written and verbal communication skills
Maintain a current First Aid / CPR/WHMIS certifications
Must be willing to be available on a on call for emergencies and willing to carry a Blackberry
Familiar with Microsoft Word and Excel
Must have full knowledge of O.S.H.A. and willing to become the site representative
B.E.S. or SMT training or equivalent and at least 5 years experience in an Office Environment (preferred).
Minimum Grade 12 education
Trade Certificates in electrical or plumbing trade would be an asset
Must be bondable and able to present a clean criminal clearance check

If you, or anyone that you know of, are interested in applying for this position, please forward your resume, quoting job opportunity number, by November 11th, 2011, to:

Paul McMillan, Operations Manager
One Queen Street, East
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Fax: (416) 360-6865

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