



JOB OPPORTUNITY

2016 - 45

POSITION: BUILDING OPERATOR
LOCATION: Pen Centre Mall – St. Catharines, Ontario
REPORTS TO: Operations Supervisor
WORKING HOURS: 40 hrs. per week, Mon. – Fri (On-call rotation)

RESPONSIBILITY: Operates and assists in the repair and maintenance of the Shopping Centre's equipment and building systems towards the objective of peak efficiency resulting in maximum retailer and shopper comfort.

PRIMARY DUTIES:

- Assist in the operation and daily inspection of all HVAC, mechanical, electrical, telecommunication, life safety and lifting device equipment to ensure efficient performance. Performs minor repairs and adjustments as needed.
- Assists in the daily tests and maintains records for chemical treatment of chilled water and condenser water.
- Assist in the monitoring of chilled water systems, checking pressure and temperature gauges and changing filters as required.
- Assist with the monitoring, preventative maintenance and system checks on the boiler system.
- Monitor the Energy Management System and make adjustments as necessary.
- Assist with the maintenance and control of wet and dry sprinkler systems. Co-ordinate with the Security Department, monitoring company and contractors in draining and refilling sprinkler systems as required.
- Test run and maintain emergency generator as per schedule.
- Assist with the monitoring and control of all life safety equipment including the fire alarm and sprinkler systems, fire hydrants, standpipe connections, fire doors, etc.
- Answer all tenant calls regarding heating, cooling problems & building emergencies (i.e. water leaks); co-ordinate same with the tenant to ensure proper repair is being completed on a timely basis.
- Assist in the seasonal shutdown of heaters, chillers and cooling towers.
- Assist in the winterizing of all common area air-handling units including draining and anti-freeze treatment, where applicable.
- Other duties as assigned.

SPECIFIC SECONDARY DUTIES:

- Record makeup water meter readings & utility consumption for those with check meters
- Works with contractors on scheduled diagnostic and periodic legislative tests/inspections of building systems and related equipment to ensure reliability.
- Organize and maintain operations storage and workshop area.
- Assist in coordinating and supervising all contracts and contractors as outlined by Operations Manager.
- Maintain the plant in a first class manner as it relates to safety, appearance and efficiency.
- Perform and supervise all minor tasks as requested by the Operations Manager, which directly or indirectly affects the operations of the shopping centre.

QUALIFICATIONS:

- 1st class engineers certificate of competency(if issued on or after September 1st, 1998) or Building Operator “A” certificate of competency.
- Other trades considered and a minimum of 1-3 years of directly related hands on experience.
- Mechanically inclined with the ability to operate, perform Preventative Maintenance on and trouble shoot if reactive maintenance is required including: HVAC, electrical, fire alarm panels, Sprinkler Systems, Emergency power generators, Waste Compactor equipment, etc. And read related drawings.
- Familiarity with chiller plant operation and maintenance practices.
- 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;
- Familiar with automated preventative maintenance programs and web based operations related programs IE: Building automation systems.
- Hands on knowledge in repairing building components such as lights, plumbing & door hardware.
- Hands on knowledge in a variety of trades (i.e. basic plumbing, electrical, drywall, carpentry) and use of related manual and power tools.
- Changing lights.
- Able to perform minor building repairs.
- Familiar with Provincial Health & Safety Legislation (i.e. WHMIS, Occupational H&S Act).
- Physically fit enabling reasonable lifting, pushing, pulling, climbing, walking and working outside.
- Ability to work independently on certain tasks and with other team members for tasks requiring more than 1 person.
- Ability to prioritize workload.
- Good interpersonal and communication skills dealing with tenants, service contractors and suppliers.
- Ability to work a 40 hour week; shifts over 7 days per week; rotating weekends on a scheduled basis; start shifts at different times including afternoons, nights or early mornings depending on the tasks usually on a scheduled basis but sometimes on an emergency basis.
- Possess a Valid Ontario Drivers' License with an acceptable driving abstract, be bondable and a clean CPIC.
- On call for emergencies on a rotational basis

If you, or anyone that you know of, are interested in applying for this position, please forward your resume, not later than August 31st, 2016, to:

Norbert Gaudette – Senior Operations Manager
C/O Pen Centre Administration Office
221 Glendale Avenue – Admin Office
St. Catharines, Ontario L2T 2K9

Fax: (905) 682-5900

Email: ngaudette@20vic.com

We thank all candidates who submit resumes. Only those advancing to the interview stage will be contacted.