

JOB OPPORTUNITY

2017 - 17

Title: Building Operator
Location: One Queen Street, East/20 Richmond Street, East
Reports To: Operations Manager
Work Schedule: Full-time (Days/Evenings) - Monday to Friday

KEY RESPONSIBILITIES:

- Performs minor repairs and preventative maintenance throughout the building including HVAC, plumbing and lighting.
- Performs daily water treatment testing.
- Provides assistance to calls in regards to elevators, electrical, equipment, etc.
- Maintains mechanical/electrical rooms and equipment in a tidy and organized manner.
- Tests and visual inspects diesel generators. Inspects tests and records equipment as set out in the Ontario Fire Code; including but not limited to smoke evacuation equipment.
- Assists other departments during floods, emergencies and other physical impairments and deficiencies that may impact Tenant/Public safety, comfort and damage to the property.
- Monitors and ensures that building central systems and equipment operate at its maximum efficiency and as per operating temperatures and conditions established in the Operating Manuals
- Place emergency calls for service
- Responds to tenant concerns in a timely and professional manner.
- Other duties as assigned

QUALIFICATIONS:

- Education – post-secondary education or equivalent work experience.
- Building Environmental Systems Certificate (Class 1) or equivalent.
- BOMA/BOMI SMT/SMA or BES I/II an asset.
- Some familiarity with Green practices or LEED-EB.
- Knowledge and experience in Life and Safety Systems (Fire Alarm – Addressable); sprinklers systems. Diesel emergency generators
- Must be able to operate a computerized building automation system.
- Mechanical, electrical and plumbing knowledge.
- Ability to maintain fans, bearings, pumps, pneumatic controls, basic electrical repairs.
- Computer literate, capable of reading drawings.
- Must be able to follow procedures and verbal instructions with strong attention to detail.
- Must be able to work independently and in a team environment.
- Strong oral, written, interpersonal and communication skills.
- Knowledge of Safety Standards and WHIMIS.
- Able to lift heavy objects.
- Significant bending, lifting and standing.
- Good attendance is required.
- Ability to work rotating shifts.
- Must be proficient in English.
- A criminal background check is required.

If you or anyone that you know of are interested in applying for this position, please forward your resume along with wage expectation, by no later than April 17th, 2017, to the attention of:

David Hansler, Operations Manager
One Queen Street, East
Suite 1925, P. O. Box 72
Toronto ON M5C 2W5

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Email: dhansler@20vic.com