

JOB OPPORTUNITY

2017 - 09

Title: Building Operator / Maintenance Labourer
Location: Westbrook Mall, Calgary, Alberta
Reporting to: Operations Manager / Centre Manager / Regional Managers

RESPONSIBILITY: **Accountable for duties required in the day-to-day operations of the 400,000 square foot Westbrook Mall site located in West Calgary. Responsible for the preventative, reactive and diagnostic maintenance of all internal and external assets.**

SUPERVISES: Maintenance contractors and seasonal staff.

- Completes inspections of physical plant, interior and exterior property daily; corrects deficiencies immediately or reports to the Operations Manager for appropriate follow-up.
- Perform minor maintenance and repairs on lighting, doors, locks, washroom fixtures, drywall, painting, ceiling tiles, floor tiles, concrete, asphalt and other areas/equipment to maintain health and safety, security and liability standards.
- Performs preventative and minor maintenance on mechanical, electrical and plumbing systems and other equipment as required.
- Monitors performance and trouble shoots Mall HVAC, Electrical, Mechanical, Life Safety, Vertical Transportation and other equipment. (i.e. emergency generator, sprinkler flows, etc.).
- Utilizes Building Automation System to optimize building comfort levels and minimize utility usage.
- Responds to tenant calls regarding heating, cooling and other maintenance problems and coordinates with the tenants to ensure the required repairs are completed on a timely basis. Includes the use of the Angus Anywhere work order system.
- Responds to emergencies as required (i.e. floods, fire alarms, power failures, etc.).
- Supervises all maintenance contractors and seasonal help ensuring compliance to work schedules, procedures and Occupational Health and Safety requirements.
- Assists with the coordination and supervision of all service contracts and contract personnel, including periodic reviews of each contract in conjunction with the Operations Manager.
- Provides input to the Operations Manager and Centre Manager towards implementing, maintaining, automating and optimizing the Preventative Maintenance Program and performs/monitors such maintenance on required equipment.
- Assists with the inputting of data into maintenance-related computer-based programs including Portfolio Manager, Building Web, Risk Check and Green Check to ensure they are current at all times.
- Monitors and ensures the property is environmentally compliant with environmental legislation, codes and best practices.
- Provides assistance and input in tenant and mall construction coordination activities. This may include reviewing construction drawings and other submissions, monitoring construction activities and providing post construction deficiency documentation for action by the contractors.
- Provides input to the Operations Manager in the preparation and control of annual expense budget and capital development projects.
- Research and report on maintenance-related equipment to be purchased for use at the site.
- Assists in maintaining records of all service contracts, including those which are tenant-related.
- Assists with obtaining pricing for various maintenance-related services, supplies and equipment.
- Ensure all equipment is serviced on a timely basis and is performing efficiently.
- Assists with the maintenance of a shopping centre and tenant drawing library including as-built drawings, equipment manuals, industry publications, material samples, etc.
- Monitors all access to Landlord service/utility rooms (i.e. roof, mechanical, electrical, telecommunications) ensuring they are kept safe, clean, functional and accessible.
- Ensures minor maintenance and repairs (minor lock/door repairs, lighting, plumbing, etc.) are performed on a timely basis.
- Performs and/or supervises all tasks as requested which impact on the operations of the Centre.

- Assists with snow removal and cleaning of the parking lot, sidewalks, ramps, docks and landscaped areas as required using a walk behind sweeper, tractor/bobcat or manually as needed.
- Cutting, trimming, weeding and maintenance of all landscaped areas on site, including grass, bush beds, trees and flowers.
- Assists in the set-up, take down and storage of stages, chairs, signage and other related materials for special events and marketing of the mall.
- Log/ Record Keeping in compliance with 20 VIC Management Inc. policies.
- Various other duties as assigned by the Operations Manager and Centre Manager.

QUALIFICATIONS

- Secondary School Graduation Diploma, Fifth Class Power Engineer or equivalent Building Operator certification qualifications preferred, either completed or in progress (i.e. Building Environmental Systems, Plumbing, HVAC, Electrician, etc.)
- Minimum of 3 years related work experience in similar environments with similar building systems.
- Proven organizational and leadership skills in a similar environment working with staff and contractors prioritizing, scheduling, monitoring and performing the same tasks on a rotating schedule over a 7 day period.
- Mechanically/electrically inclined with the ability to operate, perform preventative maintenance and troubleshoot if reactive maintenance is required on: HVAC, electrical equipment, fire alarm and sprinkler systems, emergency power generators, waste compaction equipment, etc.. and ability to read related shop drawings and manuals.
- Ability to operate equipment and hand-held power tools applicable to the role including, but not limited to, ladders, power tools, lawnmowers, Gravely snow brushes, etc...
- Excellent verbal and written communication skills.
- Computer literate including Microsoft WORD and EXCEL programs.
- Fully competent in all Occupational Health & Safety legislation (eg. WHMIS).
- Good interpersonal and communications skills.
- Proven experience reading blueprints and construction drawings would be an asset.
- Physically fit enabling reasonable lifting, pushing, pulling, climbing and walking.
- Ability to work independently and with other team members when necessary.
- On call for emergencies – use pager and cell phone provided.
- Valid Alberta Driver's license with an acceptable driving abstract. Candidate should be bondable and must be able to provide a clear criminal records check.

If you or anyone you know is interested in applying for this position, please forward a resume, no later than March 15th, 2017 to:

Laraine Mumford
 Operations Manager
 Westbrook Mall
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