



## **JOB OPPORTUNITY 2017 - 32**

**POSITION: BUILDING OPERATOR**  
**LOCATION: ST. VITAL CENTRE, WINNIPEG**  
**REPORTS TO: LEAD HAND OPERATOR/OPERATIONS MANAGER**

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### **POSITION SUMMARY:**

Operates and assists in the repair and maintenance of the equipment and building systems towards the objective of peak efficiency resulting in maximum tenant and customer comfort.

### **PRIMARY RESPONSIBILITIES:**

- Assist in the operation and daily inspection of all building maintenance, 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 all fluid systems.
- Assist in the monitoring of hot water systems, checking pressure and temperature gauges.
- 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 Team, monitoring company and contractors in draining and refilling sprinkler systems as required.
- Test run 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, 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/startup of heating systems.
- Assist in the winterizing of all common area air-handling units including draining and anti-freeze treatment, where applicable.
- Assist in the cleaning of return air grills for air-handling units.
- Maintain an accurate log of daily activities while on shift.
- Work a rotating shift set out by the Operations Lead Hand or Operations Manager
- Be available for on call and weekend duties, including responding to after hour emergencies.
- Communicate all emergency situations to Security and Supervisor/Managers ASAP.
- Other duties as assigned.

### **SPECIFIC SECONDARY RESPONSIBILITIES:**

- Record makeup water meter readings & utility consumption for those with check meters
- Performs minor building repairs incl. electrical, plumbing, door repairs, furniture, etc.
- 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.
- Studies and reports on new technology, which may make their area more efficient or cost effective.
- Assist in coordinating and supervising all contracts and contractors as outlined by Lead Hand or Operations Manager.
- Perform and supervise all minor tasks as requested by the Lead Hand and/or Operations Manager, which directly or indirectly affects the operations of the properties.

## QUALIFICATIONS/ASSETS:

- Fifth (5<sup>TH</sup>) class Operator's certificate and a minimum of 2 to 5 years of directly related hands on experience or the ability to obtain same with a defined timeline. Other trades considered and a minimum of 2 - 5 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.
- Must be familiar with automated preventative maintenance programs and has basic keyboarding skills
- Familiar with Provincial Health & Safety Legislation (i.e. WHMIS, Occupational H&S Act).
- Physically fit enabling reasonable lifting, pushing, pulling, climbing and 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 read and interpret construction drawings.
- Ability to work a 40 hour week; shifts over 7 days per week; rotating weekends on a scheduled basis; starts 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.
- Preference will be given to those with experience using a automation systems.
- Must be bondable and able to present a clean criminal clearance check.
- On call for emergencies on a rotational 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;

**Communication & Relationship Skills / Personal Character Traits-** Ability to communicate effectively and professionally, both oral and written, with all levels within the company; ability to develop and sustain cooperative working relationships with all business units; mature and self-motivated team player who is committed to personal growth and ethical integrity; have strong relationships with industry peers and trade associations.

**Time Management / Working Environment** - Ability to allocate one's time effectively and manage tight deadlines; ability to work under pressure and achieve quality results; ability to handle multiple demands and competing priorities, adaptable to new ideas and embrace changes; results and detail oriented; work within an environment that is subject to moderate to high levels of stress in emergency or conflict situations; on occasion requires involvement in repairs or maintenance in inclement weather or uncomfortable environmental working conditions; may be required to attend to or provide direction during after-hours emergency situations; requires the ability to exert moderate physical effort and must be able to move quickly in emergency situations; is able to thrive within a busy working environment.

**Organizational & Leadership Skills** – Ensure operations records, files and documentation are maintained in an orderly, accurate and timely fashion; strong administrative and organizational skills; possess strong leadership, supervisory, mentoring and coaching skills.

**Decision Making Skills** - Ability to resolve problems using facts and sound reasoning; ability to achieve goals using logical and strategic approaches to resolving challenges.

**Sustainability-** Familiarity with Green building rating systems and associated duties: LEED-EB, BOMA Best or equivalent; - Familiarity with energy management best practices.

If you, or anyone that you know of, are interested in applying for this position, please forward your resume, **including wage expectations**, by no later than **August 8, 2017** to the attention of:

**Don Lombaert, Operations Manager**  
**St. Vital Centre**  
**Unit 86-1225 St. Mary's Road**  
**Winnipeg, MB R2M 5E5**

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