



**JOB TITLE: JR BUILDING OPERATOR – CONTRACT POSITION**

**SALARY RANGE: \$32,000 - \$47,000**

**GENERAL DUTIES:**

- Familiar with all aspects of building operation
- Operate mechanical equipment in a safe, efficient manner at all times
- Ensure that building standards and efficiency are maintained or enhanced
- Daily tour with inside and outside refuse pick up
  - Spot check cleaning service daily, report concerns and irregularities to cleaning coordinator for action and logging
- Conduct regular site inspections ensuring that the building equipment meets scheduled periodic maintenance requirements and contractor service levels are achieved
- Responsible for the appearance of the property and for the safety and convenience of the tenants at all times
- Monitor Risk Management and Environmental issues and report accordingly
- Carry out minor maintenance requirements on a scheduled or periodic basis including but not limited to filter replacement, lamp replacement, mudding and painting walls etc.
- Performing minor plumbing tasks such as tap washer replacement, toilet and trap cleaning and unplugging
- Ensure that existing maintenance or service contracts are enforced and contractors are adequately supervised
- Perform and/or monitor building security requirements and fire alarm/sprinkler systems
- Foster good tenant relations:
  - Liaise with the tenants at the Property in the best interest of the Owner
  - Monitor tenant improvements and capital projects and report deficiencies to your supervisor
  - Assist tenants in obtaining required services
  - Liaise with tenant's sub-contractors as required
  - Respond to and complete tenant requests in a timely manner
- Comprehend and maintain all Safety, Fire and Building Codes
- Maintain daily logs and maintenance logs of all equipment

- Be available for on-call duty to respond to emergency situations 24 hours per day
- Maintain compliance with company policies and procedures. Perform responsibilities effectively as outlined in the job description
- Escorting and assigning of duties / project related work to Contractors
- Other duties as assigned by your supervisor

## **EDUCATION AND SKILLS SET**

- Class II Building Environmental Systems Operator or equivalent
- Sound understanding of building systems including:
  - Mechanical: boilers, chillers, cooling towers, pumps, fans, motors, elevators, Building automation software and controls
  - Electrical: low voltage systems, secondary transformers, HVAC control systems, lighting and power systems, telecommunication systems
- The ability to read and interpret blueprints, schematics, work orders and technical submissions
- Strong customer service focus, with problem resolution capabilities.
- WHIMS, First Aid and CPR Certification would be an asset
- Must hold a valid "G" Drivers licenses.
- Personal Security checks

## **KEY COMPETENCIES CHARACTERISTICS**

- Strong ability to communicate effectively and professionally, both written and oral; able to develop and sustain cooperative working relationships with tenants, internal staff, contractors, suppliers, and the public
- self-motivated, professional and flexible; able to solve problems effectively
- A positive, professional working attitude focused on supporting a team.
- Time-management skills, able to work under pressure and manage tight deadlines; able to handle multiple demands and competing priorities; ability to adapt to new ideas and constant changes; able to work independently with minimal direction and respond quickly to emergency situations; organized and detail oriented.

**REPORTING TO:** The Property Manager

### **TO APPLY FOR THIS POSITION:**

Please send your covering letter and resume to: [mip@mcmasterinnovationpark.ca](mailto:mip@mcmasterinnovationpark.ca)

*We thank everyone for your interest however only those contacted for an interview will receive a response.*