Position Description - Building Operator/Engineer

Reporting directly to Operations Manager – Property Management the Building Operator/Engineer will be responsible for all building operations, general and preventative maintenance for a variety of office buildings. This is a full time position with on call responsibilities and the requirement to work overtime as required.

Responsibilities:

- Operate and maintain all building systems and equipment, including but not limited to, HVAC, security, life & safety, plumbing and electrical, in a safe and efficient manner at all times
- Respond quickly and efficiently to all tenant and property management requests
- Perform preventative maintenance and regular repairs with minimum supervision
- Perform any and all programming, scheduling and computer entry using Building Automation, Security, Life Safety and in house computerized systems
- Ensure proper and efficient operation of all building systems
- Supervise subordinate employees, contractors and service personnel
- Supervise and ensure proper training of operations and security personnel in all building operating policies and evacuation procedures
- Maintain the building in a “showroom” condition at all times
- Maintain excellent owner/tenant relationships at all times.
- Create and maintain building operating manuals, policies, procedures and fire and life safety programs
- Solicit and negotiate service and supplier contracts as per the appropriate authority given by the Owner.
- Prepare for approval annual operating budgets and capital expenditure requirements
- Manage and maintain approved operating and capital budgets within approved limitations
- Prepare, tender, and recommend for approval service and renovation contracts
- Oversee and supervise all building and tenant improvement projects
- Prepare and submit monthly operating activity report

Qualifications:

- Posses a current Class 5 Building Operator or 4th Class Alberta Power Engineering/ Building Operator Certificate.
• Minimum 3 years related experience in managing the operations of office buildings.
• Demonstrated strong technical knowledge
• Strong project management skills
• Current Alberta Driver’s License
• Strong employee and service contractor management skills
• First Aid Certificate
• Training on WHMIS

Skills:
• Excellent interpersonal skills, verbal and written
• Strong computer skills
• Excellent owner/tenant relationship skills
• Excellent trouble shooting and diagnostic skills
• Alert, perceptive problem solving skills
• Strong attention to detail
• Committed team player
• Results driven

Please submit your resume and covering letter to hr@barclaystreet.com or fax to (403) 262-1314

Only qualified candidates will be contacted