

JOB OPPORTUNITY

2017-45

Title: Building Operator
Location: Quinte Mall, Belleville, Ontario
Reporting to: Operations Manager / Operations Supervisor / General Manager

PRIMARY RESPONSIBILITY:

Accountable for duties required in the day-to-day operations of the 630,000 square foot Quinte Mall, located in Belleville, Ontario. Responsible for the preventative, reactive and diagnostic maintenance of all internal and external assets.

- 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.).
- Provides input to the Operations Manager and General Manager towards implementing, maintaining, automating and optimizing the Preventative Maintenance Program and performs/monitors such maintenance on required equipment.
- Research and report on maintenance-related equipment to be purchased for use at the site.
- 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.
- Ensures minor maintenance and repairs (minor lock/door repairs, lighting, plumbing, etc.) are performed on a timely basis.
- 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, Operations Supervisor and General Manager.

OTHER JOB FUNCTIONS

- UPS System - Monitor to approved specifications and safety regulations.
- Electrical High Voltage and Systems and Emergency Generator - Monitor to approved specifications and safety regulations.
- Electrical Secondary (non-critical) - Monitor to approved specifications and safety regulations.
- Shift Scheduling - Provide scheduled coverage on all shifts that give coverage yet strive to reduce overtime.
- Supervise/coordinate tenant fit-up work and building construction projects.
- Assist with management of the sites Environmental Management System and all mandatory reporting associated.

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 3-5 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.
- 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.
- On call for emergencies – use pager and cell phone provided.
- Valid Ontario Driver's license with an acceptable driving abstract.
- Candidate should be bondable and must be able to provide a clear criminal records check.

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 you know is interested in applying for this position, please forward a resume, no later than October 31st, 2017 to:

Alexandra Benjafield, General Manager
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