

## POSITION PROFILE

<b>Position Title</b>	Building Operator
<b>Team</b>	Eastern Region Kitchener
<b>Position Location</b>	Kitchener
<b>Reports to</b>	Supervisor, Building Operations
<b>Date</b>	November 2013

### ABOUT US – DUNDEE REALTY MANAGEMENT CORP.

Dundee is an exceptionally dynamic and entrepreneurial organization. We seek out the best in everything we do. Our team is knowledgeable, diligent and dedicated and we share a real passion for our business and the desire to excel. Dundee is grounded in core organizational values including integrity, respect, fairness, transparency and accountability.

Our employees are our greatest asset and we are committed to providing a dynamic and rewarding environment in which our employees can thrive, including: promoting teamwork, communication, creativity and productivity; rewarding employees with professional and personal growth; encouraging continuous learning opportunities; providing competitive recognition and rewards programs; and, supporting a culture that values and respects employees and their ideas.

## ROLE

Dundee is looking to hire a **Building Operator** with 3-5 years building maintenance experience, preferably in a commercial/office/retail environment:

- Responsible for maintenance and building operations
- Perform preventative maintenance on HVAC, plumbing, mechanical and life safety systems
- Respond to and complete tenant service calls such as changing lights, heating/cooling calls etc in timely and professional manner
- Be responsible for the appearance and safety of the property
- Perform water treatment testing
- Operation of Building Automation and Security computer systems
- Troubleshoot technical issues and provide solutions/recommendations
- Oversee contractors when they are working in the project and ensure they abide by the building guidelines
- Minor maintenance tasks such as keeping mechanical rooms tidy, sweeping and mopping
- Communicate with Operations Supervisor/Property Management on building and tenant issues
- Be available for on call duty
- Maintain maintenance and daily logs of equipment

## SKILLS

- **Strong people skills.** A team player with a proven ability to build relationships at all levels of an organization.
- **Strong communication skills.** Demonstrated in written and verbal reports, presentations, and meeting facilitation.
- **Responsiveness.** Ability to anticipate needs and commit to respond in agreed time frames.
- **Innovator.** Proven ability to identify, evaluate and develop new ideas and support with results.
- **Deliver on commitments.** Ability to set clear objectives and deliverable goals.

## QUALIFICATIONS

- 3- 5 years building maintenance experience in a commercial/office/retail environment.
- Hold BES Class 2 Certificate or equivalent
- Experience with Central Plant systems/Heat Pumps/Roof Top units is a must
- Experience with DDC and Pneumatic systems is an asset
- Valid drivers license.
- Knowledge of safety and fire codes and WHIMIS procedures.
- Good computer and communication skills.
- Ability to prioritize and multi-task