

POSITION PROFILE

Position Title	Building Operator
Team	Property Management, Eastern Region
Position Location	5001 Yonge Street, Toronto, Ontario
Reports to	Property Manager
Date	January 2012

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 a minimum of three (3) to five (5) years experience in a commercial / office environment. Responsibilities include:

- Carry out operations and preventive maintenance as per schedule of plant equipment i.e. HVAC, Plumbing, Mechanical, Electrical, and Life Safety Systems.
- Conduct and maintain “ Chemical Water Treatment” of the Heating and Cooling Systems and maintain logs & inventory
- Maintain the reflecting pools and fountains and associated pumping equipment
- Oversee the landscape irrigation system and all backflow devices within the complex
- Maintain lighting throughout the building and ensure appropriate inventory
- Attend to tenant and management work order requests
- Participant of the Building Emergency Response Team.

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

- Minimum of 3 - 5 years building maintenance experience, preferably in a commercial/office property management environment
- BES or equivalent
- Experience Preventive Maintenance and Energy Management Programs.
- Proficient in Microsoft Excel and Word
- Maintain a valid driver's license, preferably have access to a vehicle