

POSITION PROFILE

Position Title	Junior Building Operator
Team	Property Operations
Position Location	Saskatoon, SK
Reports to	Property Manager
Date	December 2011

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 **Junior Building Operator** with a minimum of one (1) to three (3) years experience in a commercial building maintenance role:

- Maintain exterior grounds including snow removal and sanding of outdoor surfaces during winter months and sweeping and garbage removal in summer
- Perform regular and periodical inspections of the buildings and grounds as required and document any irregularities
- Carry out repairs, maintenance and some janitorial services of the building and equipment including but not limited to: clean and replace air filters; mechanical and electrical equipment testing and servicing, heating/cooling monitoring; plumbing repairs; general building repairs, light replacements
- Assist with tenant services and preventative maintenance using Angus Anywhere
- Assist with maintenance and operation of all buildings in the portfolio as required, including being in the on call rotation
- Provide relief in absence of the Senior Building Operator
- Assist contractors on initial set up and review progress and report back to Senior Building Operator.
- Other duties as assigned

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

- 1-3 years experience in commercial/office building maintenance or related field, including mechanical and electrical systems
- Good repair/handyman skills
- Good interpersonal and communication skills
- Fireman's Certificate an asset, also an expectation to progress to a 5th class building operator certification
- Knowledge of building, fire and safety codes and WHMIS procedures
- Strong Customer service skills to work with tenants
- Possess a safe work aptitude, adhere to all policies and procedures
- Be available for on-call duty on a rotational basis and cover for shifts as required