

# DREAM

## Position Profile

<b>Position Title</b>	Maintenance Operator – Scotia Plaza
<b>Team</b>	Operations
<b>Position Location</b>	40 King Street West, Toronto
<b>Reports to</b>	Assistant Manager, Preventative Maintenance
<b>Date</b>	January 2014

### Dream Unlimited

[Dream Unlimited](#) is a real estate investment, development and management company, creating value at every stage of the real estate life cycle. Since the business was created in 1994, Dream has grown substantially, becoming one of Canada's leading real estate companies with approximately \$13.4 billion of assets.

And while on the surface our business may not seem that different from others, it's our attitude and approach that sets us apart. We believe in better communities to live in and work in. We seize unconventional opportunities and try new things, approaching every project with passion and purpose. Dream has earned a reputation for adding value by being smart and doing good, making decisions with everyone's interest at hand – our customers, partners, investors, and the community at large.

### Dundee REIT

Dream Unlimited provides asset management and advisory services to [Dundee REIT](#), a TSX-listed real estate investment trust that owns a portfolio of well-located, high-quality central business district and suburban office properties in major urban centres across Canada. [Dundee Realty Management Corp.](#) is a property management division within Dream Unlimited that provides services to Dundee REIT.

### Scotia Plaza

Scotia Plaza is owned by [Dundee REIT](#) and a partner, and is managed by a wholly-owned subsidiary of Dream Unlimited. Located in the heart of Toronto's financial district, Scotia Plaza comprises approximately 2.0 million square feet of office space, is connected to the underground PATH network, and has received the LEED Canada for Existing Buildings: Operations and Maintenance Gold Certification.

## Role

Scotia Plaza is looking to hire a **Maintenance Operator** with a minimum of 5 years' experience. The successful candidate will be responsible for the day-to-day operation of over 2,000,000 square feet commercial building space. Maintain a fully integrated maintenance program of all building equipment. Responsible to ensure that the tenants have a safe and comfortable work environment and that the property is maintained in accordance with Dundee Realty standards.

### Responsibilities include:

- Ensure the efficient and coordinated maintenance of assigned mechanical equipment, inspections of retail kitchen exhaust systems and floor inspections as per Angus work order;
- Maintain a record of all mechanical equipment and all maintenance performed on them;
- Ensure that all mechanical equipment and mechanical rooms are kept clean;
- Maintain an inventory and ensure that adequate stock is kept of common parts and materials;
- Assist and provide back-up to the Maintenance and shift operators as required;
- Assist in the training of General Maintenance staff, and students;
- Ensure that workshop and all other areas of work are kept in a clean and tidy state;
- Ensure that tools and materials are treated in a professional manner and lost tools reported;
- Work, monitor, supervise and follow-up with outside contractors as directed by SP Supervisors and Managers;
- Liaise with other Operation and Maintenance personnel to ensure that all equipment is kept operating at maximum efficiency;
- Respond to tenant calls and complaints as allocated by the Building Service Centre (BSC), supervisors or management. Ensure that the Angus tenant system is regularly updated via prompt reports of work order status back to the BSC;
- Respond to building emergencies and provide an immediate response as required;
- Complete a daily log report as required;
- Flexibility in working rotating shifts; and
- Other duties as required.

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## Skills

- **Strong people skills. A Team Player.** A proven ability to build relationships at all levels of an organization.
- **Strong communication skills.** Demonstrated in written, verbal report writing, presentations, and meeting facilitation.
- **Responsiveness.** Ability to anticipate client needs and commit to respond in agreed timeframes.
- **Innovator.** Proven ability to identify, evaluate and develop new ideas with supportable results.
- **Deliver on Commitments.** Ability to set clear and deliverable goals.

## Qualifications

- Minimum 3 years' experience in a maintenance/operations capacity;
- Must hold BES Certificate or equivalent. Consideration will be given to certificate partially completed with plans to complete;
- Secondary School Graduation Diploma;
- Knowledge of basic electricity, motor control starters, electro-mechanical devices;
- Knowledge of hand-tools, basic plumbing, lubrication, balancing, calipers, micrometers etc.; and
- Must be able to read building mechanical drawings.

Please send your resume to: [hrrecruit@dundeerealty.com](mailto:hrrecruit@dundeerealty.com)