DUNDEE

POSITION PROFILE

Position Title	Senior Building Operator
Team	Western Region Regina, Property Management
Position Location	Regina, Saskatchewan
Reports to	Senior Property Manager
Date	December 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 **Senior Building Operator** with a minimum of five (5) years building maintenance experience in a Commercial Office environment:

- Perform and supervise all aspects of operations and maintenance of the physical plant;
- Supervise all life safety issues and systems, and establish the highest of operational standards;.
- Complete hands-on general cleaning, plumbing, electrical, painting, carpentry and HVAC repairs as well as other miscellaneous duties including grounds maintenance;
- Provide “on call” evenings & weekend services on a rotational basis and as scheduled by management team and be available for all after-hour emergency situations;
- Create and maintain a detailed preventative maintenance program and identify all deficiencies within the property;
- Work with other team members to create and support the proactive management of all operational issues including staff training and succession training;
- Oversee and continue to develop sound positive tenant relationships;
- Receive, process and manage tenant calls using Dundee Plus Tenant Service relating to physical aspects of premises to a satisfactory final resolution, and follow up;
- Assist in the review of standard property contracts; budget prices and tender documents for landlord projects, tenant related renovations; supervision of contractors;
- Assist in the preparation of annual property budgets;
- Understand all aspect of the capital and operating budgets and maintain control of all costs to maximize variance control and reporting;
- Provide monthly reports as required, relating to operations of properties. Prepare and enter Purchase orders for management approvals;
- Utilize Angus Anywhere Preventative Maintenance program for all aspects of the building management and operations;
- Develop and maintain a current and full knowledge of property regulations and policies in order to provide tenant services from a factual information base; undertake other assigned duties on an informed basis.

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 4th Class Power Engineering Certificate;
- Minimum 5 years building maintenance experience in a Commercial Office environment;
- Experience in Preventive Maintenance and Energy Management Programs;
- Proficient in Microsoft Excel, and Word;
- Basic Knowledge of electrical and Life Safety Systems and principles; and
- Fully trained in BAS systems, central plant controls, and variable speed systems.

Please send your resumes to: hrrecruit@dundeerealty.com