

MELCOR

LIVE. WORK. SHOP. PLAY.

CAREER OPPORTUNITY

BUILDING OPERATOR

Where People Want to Work

Melcor is an award winning employer with a proven track record of caring for and empowering our exceptional team.

If you are passionate about outstanding customer service and maintaining our portfolio of high-quality properties and you meet or exceed our qualifications, please send your resume to:
careers@melcor.ca re: **Building Operator**

We thank all applicants for their interest and effort in applying for this position; however, only candidates selected for interviews will be contacted.

Who We Are

We are a diversified real estate development and asset management company. We develop and manage master-planned, mixed-use residential, business and industrial parks, office buildings, retail commercial centres and golf courses.

We have been acquiring and improving commercial assets since the 1960s - today our portfolio is made up of 38 properties and 3.3 million square feet of gross leaseable area.

SEND RESUMES TO: careers@melcor.ca

Please include the opportunity title in the subject line.

Melcor.ca



MELCOR

BUILDING OPERATOR

WE ARE LOOKING FOR

A **Building Operator** who is committed to assisting with the day to day operation of our Edmonton and area commercial properties while deliver exceptional customer service to tenants.

This full-time, year-round position reports to the Operations Supervisor and is a key member of our team.



WHAT YOU'LL DO

Assist in the operation, maintenance and repair of our commercial properties. This includes:

- Be the go-to contact for tenants, customers, contractors and members of our property management team
- Fix what you can and monitor, maintain and troubleshoot the rest
- Become a building guru - know your systems inside and out
- Perform chemical testing where required
- Coordinate and oversee all Landlord and Tenant Improvement construction
- Provide exceptional customer service and maintain our Gold Service Standard
- Always work safe

ABOUT YOU

- You are available for on-call rotation
- You have working knowledge with:
 - HVAC, mechanical, electrical, plumbing, life safety, generators, fire alarm, sprinkler systems and BMS systems
 - All work-safe procedures and Occupational Health & Safety legislation
- You can follow guidelines and demonstrate strong attention to detail

- You have a reliable vehicle with a valid Alberta Drivers license
- You are a great problem solver and are self-motivated and organized

EXTRA POINTS FOR

- A valid 4th or 5th Class Power Engineering Certificate
- Experience working in a BOMA BEST Certified building
- Experience with HVAC in a commercial setting