

CAREER OPPORTUNITY

RETAIL BUILDING OPERATOR – RED DEER

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 building operations and outstanding customer service 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. Only candidates selected for interviews will be contacted. Melcor is an equal opportunity employer committed to workplace diversity.

WHO WE ARE

We are a diversified real estate development and asset management company. We transform raw land into high-quality finished product in both residential and commercial built form.

We develop and manage master-planned, mixed-use residential communities, business and industrial parks, office buildings, retail commercial centers and golf courses.

SEND RESUMES TO:

Careers@melcor.ca

Please include the opportunity title in the subject line.

Melcor.ca

MELCOR

WE ARE LOOKING FOR

A **Retail Building Operator** who is committed to assisting with the day-to-day operation of our Red Deer area retail properties while delivering exceptional customer service to our tenants.

This **full-time** position reports to the Retail Operations Manager and is a key member of our team.

WHAT YOU'LL DO

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

- Oversee and perform preventive maintenance on a scheduled basis including:
 - HVAC, mechanical, plumbing, electrical, lighting, elevator, roofing, painting, life safety system, cooling towers, belt and filter changes.
- Fix what you can and monitor, maintain and troubleshoot the rest.
- Be the go-to contact for tenants, customers, contractors, and members of our property management team.
- Become a building guru - know your portfolio inside and out.
- Work with contractors to request quotes, schedule repairs and liaison during tenant construction.
- Daily inspection and documentation to ensure building condition and property is safe for the public.
- General maintenance including sweeping, litter pick up, shoveling and pressure washing.
- Assist with snow removal, ice control, and general upkeep of landscaped area in conjunction with snow removal and landscaping contractors.
- Maintain building entrances, landings, stairs and ramps reporting any unsafe conditions, damage, and hazards.

- Respond to tenant service requests, provide exceptional customer service, and maintain our Best in Class philosophy with a 30 minute on-time response to work orders.
- Always work safe. Support and implement a safety program, which includes wearing a safety vest while on the parking lot or roadway areas.
- Participate in the on-call rotation which may include all retail building in the portfolio.

ABOUT YOU:

- You have working knowledge of:
 - HVAC, mechanical, electrical, plumbing, fire alarm, elevator and sprinkler systems.
 - All work safe procedures and awareness of Occupational Health & Safety legislation.
 - Interpreting building and mechanical drawings.
- You can follow company guidelines and demonstrate strong attention to detail.
- You work calmly under pressure while maintaining a sense of urgency.
- You are a great problem solver and have the ability to make decisions.
- You have excellent time management skills and can work with tight deadlines.
- You are organized, self-motivated and can work independently.
- You possess basic computer skills, Microsoft Office, Outlook, Windows.
- Reliable vehicle with valid Alberta Drivers license.

The MELCOR logo is displayed in a light blue, sans-serif font. The letters are bold and slightly spaced out, with the 'M' and 'C' being particularly prominent.