

CAREER OPPORTUNITY

BUILDING OPERATOR - EDMONTON

WHERE PEOPLE WANT TO WORK

Melcor has a proven track record of caring for and empowering our exceptional team.

If you are passionate about real estate and providing outstanding customer service and you meet or exceed our qualifications, please send your resume to:

careers@melcor.ca
re: Building Operator - Edmonton

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

This full-time position reports to the Operations Manager 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” for tenants, customers, contractors, and the property management team
- Fix what you can and monitor, maintain, and troubleshoot the rest
- Become a building guru – knowing your systems inside and out
- Perform chemical testing where required
- Coordinate and oversee Landlord and Tenant Improvement construction
- Help us maintain our “Best in Class” philosophy with a 30 minute on-time response to tenant work orders
- Always work safe
- Participate in the on call rotation as required

ABOUT YOU:

- You have working knowledge of:
 - HVAC, mechanical, electrical, plumbing, life safety, generators, fire alarm, and sprinkler systems and BMS systems
 - All work safe procedures and awareness of Occupational Health & Safety legislation.
- You have 2-3 years' experience using tenant work order software
- You have experience working with DDC and BMS systems
- You can follow company guidelines and demonstrate strong attention to detail.
- You work calmly under pressure while maintaining a sense of urgency.
- You have excellent time management skills and can work independently.
- You possess basic computer skills, Microsoft Office, Outlook, Windows.
- Reliable vehicle with valid Alberta Drivers license.
- 4th or 5th Class Power Engineering Certificate is considered an asset.

