



Who We Are

We are a diversified real estate development and management company. We own and manage over 4 million square feet of leasable area, including 58 properties. We strive to be the Property Owner of Choice in our markets by providing outstanding customer care and dependable, high-quality service to our clients.

We Are Looking For

A Building Operator who is committed to assisting with the day-to-day operation of our Fort McMurray retail property 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 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 areas 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 safely. 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 a valid Alberta Driver's license.

Extra Points For

- Experience with Yardi, MRI Angus, Site Docs.
- Familiarity with BMS, DDC, and Metasys automation systems.

Where People Want to Work

If you are passionate about building operations and outstanding customer service and you meet or exceed our qualifications, please submit your resume to careers@melcor.ca quoting "Building Operator" in the subject line.

Your submission will be reviewed carefully, however only those selected for an interview will be contacted.

Melcor is an equal opportunity employer that is committed to the principle of diversity and looks forward to receiving applications from a wide range of people.