



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 52 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 Edmonton Office and mixed-use 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 daily operation, maintenance, and repair of our office and mixed-use 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.
- Perform minor repairs to your best ability 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 expert - 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 conditions and property is safe for the public and restricted access areas are in order.
- 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 office and retail buildings in the portfolio.

About You

- You have working knowledge of:
 - HVAC, mechanical, electrical, plumbing, fire alarm, elevator, BMS 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 know how to prioritize when working with tight deadlines.
- You are organized, self-motivated and can work independently.
- You possess basic computer skills, Microsoft suite, app-based work order and expense tracking software.
- Reliable vehicle with a valid Alberta Driver's license.

Extra Points For

- Experience using Yardi, MRI Angus, Site Docs
- Working experience with HVAC in commercial setting

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.