



Who We Are

We are a diverse 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 and Area Office and Retail 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 properties. This includes but not limited to:

- Preventive Maintenance
 - Oversee and perform regular preventive maintenance on HVAC, mechanical, plumbing, electrical, lighting, elevators, roofing, painting, life safety systems, cooling towers, belts, and filter changes.
- Repairs & Troubleshooting
 - Perform minor property repairs and troubleshoot issues with minimal supervision.
- Tenant & Contractor Coordination
 - Act as the primary contact for tenants, customers, contractors, and the property management team.
 - Request quotes, schedule repairs, and serve as liaison during tenant construction projects.
- Building Expertise
 - Develop in-depth knowledge of assigned properties and portfolio.
- Inspections & Documentation
 - Conduct daily inspections and maintain documentation to ensure building safety and compliance.
- General Maintenance
 - Perform sweeping, litter pickup, shoveling, and pressure washing.
 - Assist with snow removal, ice control, litter and landscaping upkeep in coordination with contractors.

- Safety & Hazard Reporting
 - Maintain entrances, landings, stairs, and ramps.
 - Report unsafe conditions, damage, or hazards promptly.
- Customer Service
 - Respond to tenant service requests promptly, maintaining a Best-in-Class philosophy with a 30-minute response time.
- Safety Compliance
 - Work safely at all times, support the safety program, and wear appropriate PPE (including safety vests in parking lot or roadway areas).
- On-Call Rotation
 - Participate in the on-call rotation, which may include all buildings in the portfolio.

About You

- Excellent working knowledge of HVAC, mechanical, electrical, plumbing, fire alarm, elevator, BMS, and sprinkler systems.
- Ability to independently diagnose and troubleshoot maintenance issues and report findings to the Operations Manager.
- Familiarity with safe work procedures and Occupational Health & Safety legislation.
- Ability to interpret building and mechanical drawings and a basic understanding of building construction, material and parts.
- Strong attention to detail and adherence to company guidelines.
- Ability to work calmly under pressure while maintaining a sense of urgency.
- Excellent problem-solving and decision-making skills.
- Strong time management skills, with the ability to prioritize workload and meet tight deadlines.
- Organized, punctual, self-motivated, and capable of working independently as well as part of a team.
- Basic computer skills, including Microsoft Office Suite and app-based work order/expense tracking software.
- Possess a reliable vehicle and a valid Alberta Driver's License.

Extra Points For

- Experience using MRI Angus and Site Docs
- HVAC experience in a commercial setting
- Work in BSM system

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.