Allied Properties REIT, under new local management, is currently seeking a talented individual to join the Operations Team in Winnipeg. This person will report to the Operations Supervisor and will be responsible for the day to day operations of assigned properties. The ideal candidate is self-motivated and detail-oriented. The candidate must be organized and have proven capabilities in multi-tasking, problem solving and prioritizing workloads.

JOB DESCRIPTION

RESPONSIBILITIES:

- Ensure compliance with any and all applicable government regulations;
- Comply with company policies and procedures at all times and ensure building standards and efficiencies are maintained;
- Conduct appropriately at all times and present an acceptable appearance while on site performing the duties of the position;
- Perform and complete all assigned duties & responsibilities with minimum supervision as per agreed schedules;
- Work closely with Building Operations staff to ensure smooth building operations;
- Be familiar with all aspects of the building operations including but not limited to HVAC, mechanical, electrical, plumbing, life safety, etc and ensure all equipment and systems are operated in a safe and efficient manner and are in compliance with all applicable government codes & regulations;
- Conduct inspections on all site mechanical, electrical, and HVAC systems and related equipment including but not limited to water treatment, boilers, heat pumps, roof top units, air conditioners, etc, on daily/weekly basis and complete appropriate record logs in order to ensure equipment is maintained in good working order;
- Take daily readings of all major equipment including but not limited to: air supply temperatures, water temperatures and pressure readings, etc. document and inspect for irregularities in readings;
- Complete minor maintenance and repairs as required; including, but not limited to, belt & filter replacement, lamp replacement, housekeeping of common areas, washroom and plumbing repair work, etc;
- Conduct regular interior, exterior and roof inspections of properties for damage and perform or arrange repairs;
- Ensure signage and lighting is in good working condition;
- Maintain a list of up to date and accurate emergency contact information and regularly review the procedures for life safety, emergency response and the fire safety plan;
- Monitor building security system, fire alarm panel and sprinkler system regularly for proper operation and report any discrepancies;
RESPONSIBILITIES CONT’D:

- Ensure all health, safety and security procedures are adhered to and areas of concern are reported to the appropriate parties in a timely manner in order to limit exposure to liability and loss;
- Inspect & test fire protection equipment & systems at recommended intervals for proper operation in order to meet legislative requirements and ensure tenant and customer safety;
- Assist in conducting the required fire drills;
- Once approved by the Property Manager and/or Operations Supervisor, coordinate and schedule all required maintenance or repair/replacement with the appropriate subcontractor;
- Ensure service contracts are enforced, service levels are achieved, and contractors are adequately supervised when on site;
- Carry out, or supervise execution of all preventative maintenance tasks as prescribed on all equipment and systems;
- Respond to tenant concerns in a timely manner and assist in solving problems as required. Record all service performed by using Angus Anywhere. Perform services such as: re-lamping of tenant owned fixtures, etc;
- Coordinate and supervise delivery of services to tenants;
- Respond to after hour calls and or emergencies;
- Respond and assist with seasonal building requirements, including snow clearing, seasonal decorating etc;
- Maintain shop and equipment inventory, request replacement inventory as required;
- Assist with pick-ups and deliveries of rent cheques and various materials from and to properties under management;
- Provide assistance to Property Manager and/or Operations Supervisor in the preparation of building operating budget;
- Complete any other duties as requested or required by the organization’s Standard Operating Procedures.
QUALIFICATIONS:

- Grade 12 or equivalent;
- Certificate of Building Environmental Systems - Operator Class One & Two or SMT or Stationary Engineer 4\textsuperscript{th}/5\textsuperscript{th} Class or equivalent;
- Minimum 3-5 years experience in general maintenance in a commercial, retail or industrial environment;
- Minimum 3-5 years experience in physical plant operations, HVAC, Plumbing, Electrical, Fire Alarm, and other related equipment and systems;
- Sound knowledge of building systems, life safety, and emergency procedures;
- Hands on and strong knowledge of general maintenance;
- Ability to read and interpret mechanical/electrical blueprints;
- Knowledge of Occupational Health and Safety Act, knowledge of Workplace Hazardous Materials Information Systems (WHMIS) and First Aid and CPR training;
- Knowledge of Provincial Building Code & Regulations, Canadian Electrical Code, Provincial Fire Code and Electrical Safety Authority;
- Computer literate. Knowledge of Angus Anywhere is an asset.

COMPETENCIES:

- Must be fluent in English;
- Good communication and customer service skills;
- Able to work independently with minimal direction and able to respond quickly to emergency situations;
- Great time management skills and ability to prioritize work in order to deliver successful results within agreed upon time frames;
- Collaborative worker and effective member of a team;
- Good judgment and decision-making skills;
- Detail oriented and good organization skills;
- Positive attitude and willingness to work overtime and respond to emergencies;
- Adaptable to new ideas and change;
- Valid class 5F driver’s license.

To apply for this position, please email your résumé and cover letter to careers@alliedpropertiesreit.com. Please indicate: “Building Operator Winnipeg -- BOMA” in the subject line.