



Building Operator

Reporting to the Property Manager, and located in Edmonton, Alberta, the Building Operator is responsible for providing operational and technical support either personally or by way of contracted services oversight. The primary objective of the Building Operator is to ensure that the assigned property or complex of buildings is managed and maintained preventatively in a safe, efficient, and environmentally responsible manner.

Your Responsibilities:

- Perform preventative maintenance and unscheduled maintenance and repairs of all building systems
- Responsible to ensure that all building equipment is operating efficiently including setting up system trend logs to be regularly reviewed to ensure effective operation of all equipment
- Participate in occupational health and safety program
- Management of waste, recycling, and hazardous materials (WHMIS)
- Supervise a fully integrated computerized Building Automation systems
- General oversight and coordination between Property/Project Manager and contractors for Tenant improvements
- Oversee tenant service request response resolution
- Assist in perform Life Cycle costing exercises
- Conduct risk management inspections, remedial actions, and reporting
- Assist in preparing annual operations and capital budgeting
- Review invoices and expenditures to ensure that spending is within planned budget allocations
- Review with Property Manager unbudgeted expenses prior to incurring them
- Provide technical or administrative advice to internal and external clients
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- Trouble shoot operational issues including automation system
- Have a thorough knowledge of how mechanical equipment, valves, dampers, and other components can be overridden as well as understand the automation interlocks that may be triggered by those overrides
- Remain current and up to date with new industry practices, legislative changes, and new technologies

Requirements:

- Class 4 Power Engineering Certificate
- BAS Training Certificate
- WHMIS, TDG, Confined Space Entry, Fall Arrest
- Ideally a minimum of 7 years direct work experience
- Knowledge of office properties is required with emphasis on operations.
- A valid driver license
- Intermediate level skill in Microsoft Office
- Client-focused with proven written and oral communication skills and the ability to problem solve with tenants and contractors.
- Ability to work under pressure, dealing with multiple issues and deadlines.
- Mechanically inclined, basic knowledge in electrical and mechanical.

Beneficial to Have:

- BES Class 1 Certificate
- BOMI SMA/SMT
- Refrigerant Handling Certificate

Additional:

- Rotational on-call requirements.

About Epic Investment Services

Epic is a fully integrated real estate management platform providing asset, investment, and property management services to institutional, wealth managers and high-net worth investors. Headquartered in Toronto, Canada, Epic has over \$13 billion in assets under management across Canada and the U.S. comprised of 22 million square feet of office, retail, industrial and multi-family residential properties.

How to Apply:

Qualified applicants may e-mail their cover letter and current resume to careers@epicinvestmentservices.com indicating “**Building Operator - Edmonton**” in the subject line.

Epic Investment Services is committed to diversity, equity, inclusion, and is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to ethnicity, age, religion, race, gender identity, physical ability, or sexual orientation, or any other elements protected by law. Epic Investment Services is committed to providing access, equal opportunity, and reasonable accommodation for individuals with disabilities in employment. For all internal and external applicants who require accommodation in the recruitment and selection process, please contact akumbaro@epicinvestmentservices.com for assistance/support.

We sincerely appreciate the interest of all applicants, however only those selected for an interview will be contacted. **No telephone calls or Agencies please.**

Visit our website at www.epicinvestmentservices.com for further company details

