Building Operator – Toronto

About Epic Investment Services

At Epic Investment Services, we're shaping meaningful careers in real estate by creating opportunities for growth, innovation, and development. Our EPIC values - Execute, Partner, Initiate, Challenge **-** guide how we collaborate, innovate, and support each other and our clients. Through our "Always On" promise, we think like owners, act with accountability, and care deeply about the communities we serve.

When you join Epic, you're empowered to do the best work of your career in a culture that truly invests in you. We lead with a people-first mindset: one that celebrates wins, supports growth, and encourages every team member to bring their full potential to the table. Recognized as a Certified Great Place to Work® for two consecutive years, we're cultivating an environment where excellence is supported and contributions are valued. We take a home-grown approach to career development, investing in our people through comprehensive benefits, continuous learning, and opportunities that open doors to new responsibilities and leadership paths.

Epic is a fully integrated real estate management platform, where we deliver asset, investment, and property management services to institutional investors, wealth managers, and high-net-worth clients across North America. Headquartered in Toronto, Epic manages over $14 billion in assets across Canada and the U.S., encompassing more than 26 million square feet of office, retail, industrial, and multi-family residential properties. As we continue to grow, so do the opportunities for our people—come build what's next with Epic.

About the Role

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.

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.
- Oversee computerized control systems ie. BAS, Access Control
- Trouble shoot operational issues including automation system.
- Act as a primary on-site point of contact for tenants regarding building operations and service matters.
- Oversee tenant service request response resolution.
- Identify recurring service issues and recommend preventative solutions to improve tenant satisfaction.
- Participate in occupational health and safety program.
- Ensure appropriate management of waste, recycling, and hazardous materials (WHMIS).
- Conduct risk management inspections, remedial actions, and reporting.

- Support move-ins, move-outs, and after-hours access requests to ensure smooth tenant transitions.
- Have a thorough knowledge of how 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.
- Supervise third-party contractors and assist skilled tradespersons (electricians, plumbers, mechanics) during major repairs
- Address urgent facility issues, equipment failures, or utility interruptions promptly

Requirements:

- BES Class 1 Certificate
- BOMI SMA/SMT
- BAS Training Certificate
- WHMIS, TDG, Confined Space Entry, Fall Arrest
- Refrigerant Handling Certificate
- Minimum 5 years direct work experience as a building operator
- A valid driver license
- Intermediate level skill in Microsoft Office
- Client-focused
- Coverage of other sites when needed or on call

Expected Compensation Range:

The expected annual base salary range for this position is $65,000 to $75,000 CAD. The actual salary offered will depend on a variety of factors, including the candidate's experience, education, skills, and market conditions, while ensuring internal equity. In addition to base salary, Epic offers a competitive total rewards package that may include discretionary performance-based incentives, comprehensive extended group benefits, retirement savings programs, and paid time off.

How to Apply:

Qualified applicants may e-mail their cover letter and current resume to careers@epicis.com indicating **"Building Operator – Toronto"** 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 accessibility.request@epicis.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