

## JOB POSTING - JR. BUILDING OPERATOR

### First Gulf

When it comes to the development of office, mixed-use, retail and industrial properties, First Gulf is a proven market leader with more than \$3-billion in developed assets. Offering development, construction, leasing, finance and property management expertise, we provide clients with unique and exciting market opportunities. Within the Greater Toronto Area alone, our team has recently completed development and construction of more than one million square feet of premier office space, and has another one million square feet currently under construction. First Gulf also currently manages over four million square feet of fully-operational buildings.

### Opportunity

First Gulf Corporation is currently seeking talented and motivated Jr. Building Operator to join the commercial property management & operations department. Reporting to Sr. Building Operations Manager and/or Sr. Property Manager, the qualified candidate will maintain First Gulf's east-end portfolio.

### What you will be doing:

- Maintain all buildings and building systems in a manner which will provide our tenants with the best achievable levels of comfort, safety and security.
- Ensure the cleanliness of the properties, both interior and exterior.
- Ensure the roof is free of debris.
- Maintain a log of roof access by all contractors.
- Conduct regular checks of property for any potential trip hazards.
- Assist with snow removal which would include salting entrances and sidewalk areas.
- Electrical rooms, mechanical rooms, sprinkler rooms, elevator control rooms, storage rooms, etc. are to be kept clean and clear of debris. These rooms are not to be used for personal storage.
- Maintain the cleanliness of all washrooms and common areas.
- Monitor interior and exterior landscaping.
- Monitor irrigation systems.
- Regular door inspections to ensure door closures, panic bars, hinges, pivots, etc. are functioning properly.
- Re-lamp and change ballasts as required.
- Regular inspection of interior and exterior lighting to ensure they are in good working condition.
- Provide painting and minor repairs (including mechanical, electrical, & plumbing) as required.
- Understand the Fire Protection System, which includes Fire Alarm Panel, Sprinkler System, Fire Extinguishers and Security System.
- Empty litter bins daily as required and replace liners.
- Collect all litter in parking lots, sidewalks, stairwells, and landscape areas.
- Sweep all sidewalks, receiving areas, and curbed areas as required.
- Wipe off all window ledges on a regular basis.
- Keep parking lot free from weeds around parking lot edges and light standards.
- Change light timers as required and ensure photocells are operational.
- Replace burnt out canopy lights as required.
- Operate and maintain all HVAC equipment, including boilers, chillers, pneumatic systems, etc.
- Monitor damage to all signs: entrance, traffic, speed, directional, and area identity.
- Monitor parking lot for pot holes.
- Monitor the condition of all facility lighting and signage (building, poles, standards, pylon, fascia).
- Report all hazardous conditions including loose handrails, thresholds, cracked sidewalks and loose or broken tiles and pavers.

- Maintain a detailed log book and/or journal of daily activities.
- Debris and dirt are not to be permitted to accumulate in gutters, drains, catch basins or other areas.
- Inventory and maintain in good working order all equipment & tools used on site.
- Assist Operations & Property Management staff as required.
- Be available 24 hours per day by phone and in person to respond to emergencies that include Fire, Security, and Maintenance Emergencies.

### **What are we looking for?**

- Minimum 2 years' experience in commercial property management environment. Good understanding of building operations.
- Post-secondary education and industry related education (Certificate of Building Environment Systems or equivalent).
- Must have strong verbal and written communication skills.
- Detail oriented, multi-task oriented, professional and self-motivated.
- Experience in MS Office systems.
- Ability to lift 50 lbs.
- Knowledge of Health & Safety Act, including First Aid.
- Positive attitude and willingness to work flexible hours and respond to emergencies (if required) and work in a team environment.

### **What do we offer?**

- Industry competitive compensation package, inclusive of group benefits, company incentives and vacation entitlement.

If you are interested in joining our dynamic team, please feel free to send your resume, in confidence, to Aggie Wengle, Human Resources Manager at [awengle@firstgulf.com](mailto:awengle@firstgulf.com).