

# FIRST GULF

**Position:** Property Operator (full time)

**Reports to:** Sr. Operations Manager

**Job Location:** Oakville and Milton Locations

## POSITION SUMMARY:

First Gulf Corporation is actively seeking a Property Operator for a Commercial Retail Centre located in Oakville and Milton area. This position will report to the Sr. Operations Manager – Retail Portfolio. The candidate must be self-motivated, detail-oriented, organized and have capabilities in multi-tasking and problem solving. The successful candidate must be available to be on-call for emergencies.

## POSITION SPECIFIC RESPONSIBILITIES:

1. Maintain all buildings and building systems in a manner which will provide our tenants with the best achievable levels of comfort, safety and security.
2. Ensure the cleanliness of the properties, both interior and exterior.
3. Ensure the roof is free of debris.
4. Maintain a log of roof access by all contractors.
5. Conduct regular checks of property for any potential trip hazards.
6. Assist with snow removal which would include salting entrances and sidewalk areas.
7. 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.
8. Maintain the cleanliness of all washrooms and common areas.
9. Monitor interior and exterior landscaping.
10. Monitor irrigation systems.
11. Regular door inspections to ensure door closures, panic bars, hinges, pivots, etc. are functioning properly.
12. Re-lamp and change ballasts as required.
13. Regular inspection of interior and exterior lighting to ensure they are in good working condition.
14. Provide painting and minor repairs (including mechanical, electrical, & plumbing) as required.
15. Understand the Fire Protection System, which includes Fire Alarm Panel, Sprinkler System, Fire Extinguishers and Security System.
16. Empty litter bins daily as required and replace liners.
17. Collect all litter in parking lots, sidewalks, stairwells, and landscape areas.
18. Sweep all sidewalks, receiving areas, and curbed areas as required.
19. Wipe off all window ledges on a regular basis.
20. Keep parking lot free from weeds around parking lot edges and light standards.
21. Change light timers as required and ensure photocells are operational.

22. Replace burnt out canopy lights as required.
23. Operate and maintain all HVAC equipment, including boilers, chillers, pneumatic systems, etc.
24. Monitor damage to all signs: entrance, traffic, speed, directional, and area identity.
25. Monitor parking lot for pot holes.
26. Monitor the condition of all facility lighting and signage (building, poles, standards, pylon, fascia).
27. Report all hazardous conditions including loose handrails, thresholds, cracked sidewalks and loose or broken tiles and pavers.
28. Maintain a detailed log book and/or journal of daily activities.
29. Debris and dirt are not to be permitted to accumulate in gutters, drains, catch basins or other areas.
30. Inventory and maintain in good working order all equipment & tools used on site.
31. Assist Operations & Property Management staff as required.
32. Be available 24 hours per day by phone and in person to respond to emergencies that include Fire, Security, and Maintenance Emergencies.

#### ADDITIONAL RESPONSIBILITIES:

1. Maintain a professional demeanor at all times with fellow employees and customer
2. Open to change orientation
3. Communicates effectively (verbally and in writing)
4. Understand the need and perspectives of both internal and external customers
5. Hold self and others accountable
6. Ability to approach problem and logically and seek innovative solutions
7. Teamwork and collaboration
8. Ability to work independently with limited supervision
9. Values and respect others as well as encourages and supports diversity.

#### QUALIFICATIONS:

- Minimum 2 years experience in general maintenance in a commercial, retail or industrial environment;
- College Diploma in similar area of study preferred;
- BES certification is considered a strong asset;
- Familiar with electrical, plumbing and HVAC system is required;
- Must have own vehicle and valid G class driver license in Ontario;
- Must be fluent in English;
- Basic computer skills and familiarity with Microsoft Office.

**If you would like to be a member of our growing team please send your resume, in confidence to Aggie Wawszczyk at: [careers@firstgulf.com](mailto:careers@firstgulf.com).**

**We thank all interested candidates, however, only applicants selected for an interview will be contacted.**