

F1RST GULF

Position: Property Operator

Reports to: Team Lead, Property Operator

Job Location: 351 King Street East, Toronto Ontario

First Gulf is an award-winning leader in the development of office, mixed-use, retail and industrial properties with developed assets of over \$4 billion completed since the company's inception in 1987. First Gulf is a fully integrated development company and is involved in all aspects of real estate development, from land acquisition and planning approvals to design-build, construction, leasing, financing and property management. To date, First Gulf has developed and constructed over 30 million square feet of office, retail, and industrial real estate.

First Gulf is part of the Great Gulf Group of Companies and it is on this foundation that First Gulf has established itself as one of Canada's most innovative and diversified privately owned real estate development companies. First Gulf has established exceptional long-term financial, brokerage, and industry partnerships that help create unique market opportunities and source deals, typically unavailable through the traditional developer/client business model.

First Gulf prides itself on a continuous commitment to sustainability. First Gulf remains at the forefront of sustainable development and is dedicated to building to LEED® standards. To date, First Gulf has built over 2 million square feet of LEED® certified office space in North America. First Gulf's impressive portfolio of recent landmark office developments includes the corporate offices for The Globe and Mail, Coca Cola Canada, Siemens Canada, PWC, BMO and Intact Insurance.

Located in Toronto at 351 King Street East and reporting to the Operations Manager, the Property Operator will be responsible for managing the assigned class "A" office asset(s) to best-in-class standards, maintaining reliable base-building operations, efficiency of building systems and occupant safety at all times.

Position duties, qualifications and how you can apply, can be found below.

General Duties Include:

- Installing, repairing and maintaining all electrical, mechanical and life-safety systems within the assigned class “A” office asset(s);
- Overseeing preventative maintenance and unscheduled repairs of plumbing, lighting, elevating devices, parking and roofing systems;
- Attending to day-time and after-hours emergencies with urgency and care;
- Performing general maintenance and housekeeping such as sweeping, litter pick up, shoveling and pressure washing;
- Assisting with environmental assessments and reporting;
- Participating in corporate occupational health and safety programs;
- Assisting with waste, recycling and hazardous materials storage, disposal and reporting;
- Monitoring of computerized control systems;
- Responding to tenant service requests within the established guidelines established by First Gulf and the Property Management & Operations (PMO) team;
- Assisting with emergency preparedness, response and action plans, as required;
- Assisting with insurance and risk management inspections, remedial actions and reporting;
- Remaining current and up to date with new industry practices, legislative changes and new technologies;
- Other assigned duties.

Sustainability-Related Duties Include:

- Embracing and proactively supporting First Gulf’s culture of environmental and social responsibility;
- Continually seeking opportunities to improve energy consumption;
- Quickly responding to and managing environmental hazards;
- Considering sustainability when evaluating options for replacement equipment;
- Participating in tenant and staff community support events, as appropriate.

Qualifications:

- 3rd Class Operating Engineer (or equivalent) or Trade Certification equivalent
- Minimum two (2) years of work experience holding an intermediate position in building operations
- Valid driver's license;
- Entry level skills in Microsoft Office.
- Ability to communicate effectively and professionally, both oral and written, with all levels within the company;
- Mature and self-motivated team-player with a high level of integrity.
- Efficient and effective professional, possessing the ability to manage tight deadlines, work under pressure and achieve results within a constantly changing environment;
- Ability to resolve problems using fact-based reasoning, common sense and patience.

If you would like to be a member of our growing team please send your resume, in confidence to Human Resources at careers@firstgulf.com.

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