

# FIRST GULF

**Position:** Property Operator

**Reports to:** Senior Operations Manager

## **Duties & Responsibilities:**

- 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 general cleanliness of the common areas, 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 general 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 exterior 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.
- 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 and report any signage damages: entrance, traffic, speed, directional, etc.
- Monitor parking lot for pot holes and do cold patch filling for temporarily repairs.
- 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 pavestones.
- 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 team as required.
- Be available for on call duties: after-hours and weekends to respond to emergencies such as Fire, Security, and Maintenance Emergencies.

### **Skills & Qualifications**

- Minimum of 3 years' experience in similar role
- Personal Vehicle and full G License required
- Building Environmental Systems I & II Certification considered an asset
- Ability to maintain a professional demeanor at all times with fellow employees and customers
- Agile to able to adapt to change
- Ability to understand the need and perspectives of both internal and external customers
- Hold self and others accountable
- A problem solver and that approaches problems logically and seeks innovative solutions
- Collaborative and a great team player
- Ability to work independently with limited supervision

All qualified applicants are encouraged to apply. Please forward your resume and cover letter to [careers@firstgulf.com](mailto:careers@firstgulf.com).