

# BUILDING OPERATOR



We are excited to announce that Edon Management has an opening for a **Building Operator** in Edmonton. If you desire a challenge, are looking for professional growth opportunities, and enjoy working in a team environment, then you may be the perfect candidate for this role! To find out more about Edon Management, visit [www.edonmgmt.com](http://www.edonmgmt.com).

## Here's what's waiting for you...

The Building Operator will be responsible for maintaining peak building performance and developing positive client relationships. The successful candidate will require a valid Driver's Licence, clean Driver's Abstract and a reliable personal vehicle in order to provide support for various contract portfolios in the Edmonton area.

### Competitive Compensation Package includes:

Full-time, weekday hours  
Mileage Reimbursement

Cellphone Allowance  
Ongoing Educational Assistance

Family Dental & Health Benefits  
Employee RRSP Program

## Here's how you'll make a difference...

### Major Responsibilities

- Perform daily building operations tasks such as regular building maintenance, building repairs, and ensuring preventive maintenance tasks are completed in accordance with Edon's Preventive Maintenance Program
- Monitor and liaise with maintenance staff and subcontractors while they are onsite
- Complete daily inspections and mechanical system checks
- Complete accurate and detailed documentation
- Respond to service requests and emergencies
- Portray a favourable image of the organization while liaising with and addressing client issues and concerns

### Experience & Qualifications

- Valid 5<sup>th</sup> or new 4<sup>th</sup> Class Power Engineering Certificate
- Minimum two years hands-on building operations experience, preferably in a commercial building environment
- Excellent knowledge of building systems
- Experience with computer programs and computerized maintenance management systems (CMMS)
- Excellent communication and leadership skills
- Owns basic hand tools to perform building repairs
- Valid Driver's License and clean Driver's Abstract

A detailed job description can be requested by emailing [northcareers@edonmgmt.com](mailto:northcareers@edonmgmt.com)

## Apply Today!

Email your resume to  
[northcareers@edonmgmt.com](mailto:northcareers@edonmgmt.com) stating  
Job No. 1E10032017 in the subject line

Fax your resume to 780-488-7518  
with a cover page stating  
Job No. 1E10032017

Drop off your resume to reception at  
Second floor, 3827 98 St.  
Edmonton, AB T6E 5V4

All resumes will be considered but only those candidates selected for an interview will be contacted. Thank you for your interest in employment with Edon Management.