

BUILDING OPERATOR



We are excited to announce that Edon Management has two openings for a **Building Operator** at Calgary WestJet. 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.

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

As a Building Operator based in Calgary, you will be responsible for maintaining peak building performance and developing positive client relationships. The successful candidate will be responsible for coverage at multiple sites and will require a personal vehicle and valid Driver's Licence.

- Emergency after-hours on-call availability and compensation
- Mileage reimbursement
- Cellphone allowance

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 of Fire and Security systems
- Complete daily mechanical system checks including Boilers, Chillers, etc.
- Complete accurate and detailed documentation in accordance with Edon's Quality Management System
- 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 5th or new 4th 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 may be requested by emailing southcareers@edonmgmt.com.

Apply Today!

Email your resume to southcareers@edonmgmt.com stating Job No. 1C07302018 in the subject line.

Fax your resume to 403-259-8851 with a cover page stating Job No. 1C07302018.

Drop off your resume to reception at: 1441 Hastings Cres. SE
Calgary, AB T2G 4C8

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.