

# BUILDING OPERATOR



We are excited to announce that Edon Management has an opening for a **Building Operator** located at the **Seventh Street Plaza Building 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...

As a Building Operator based in Edmonton, you will be responsible for maintaining peak building performance and developing positive client relationships.

### Competitive Compensation Package includes:

Full-time, weekday hours	Cellphone Allowance	Family Dental & Health Benefits
Competitive Salary	Ongoing Educational Assistance	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 in accordance with Edon's Quality Management System
- Respond to service requests and emergencies
- Provide emergency after-hours on-call coverage (evenings and weekends) for two weeks at a time. Overtime compensation will be provided for after-hours call outs to buildings.
- 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 may be requested by emailing [northcareers@edonmgmt.com](mailto:northcareers@edonmgmt.com).

## Apply Today!

<b>Email</b> your resume to <a href="mailto:northcareers@edonmgmt.com">northcareers@edonmgmt.com</a> stating Job No. 1E03012018 in the subject line	<b>Fax</b> your resume to 780-488-7518 with a cover page stating Job No. 1E03012018	<b>Drop off</b> 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.