

Job Posting

Building Operations Assistant

Position Type: Full Time, Regular

Company Name: the Enjoy Centre

Application Deadline: August 1, 2014

The Building Operations Assistant is accountable for supporting the Building Operations Manager in monitoring and maintaining the building systems of the Enjoy Centre including heating, electrical, mechanical, and security systems. This person will also be assigned call-out responder duties according to scheduling determined by the Building Operations Manager.

General Duties

- Assist in regular inspections of the interior and exterior spaces, as well as equipment
- Perform routine equipment maintenance tasks and maintenance records as directed by the Building Operations Manager
- Report problems and concerns regarding heating, electrical, mechanical, and security systems to Building Operations Manager
- Respond to complaints from tenants and perform or assign work, or refer tenants to call an external agency if required
- Respond to door, low temperature, and other alarms as required by answering phone calls to Building Operations cell phone outside regular business hours
- Assess the call to determine urgency and the required response in the appropriate time frame, including travel to the Centre to rectify situation, calling the appropriate contractor, providing instructions to staff, or rectifying the situation on the following day.
- Log all calls to the Building Operations cell phone into the daily call-out log, including information about the source of the call, and action required.
- Liaise with external contractors regarding work at the facility, and assist and provide information as required
- Participate in formal site inspections, emergency response drills, hazard identification assessments and incident investigations
- Address and document reports of unsafe acts or conditions
- Use safe work practices during all work activities

Job Requirements

- Valid driver's license
- Experience utilizing computer systems to monitor systems and administrative tasks
- Mechanical aptitude and problem solving skills
- Availability to respond to alarm and emergency calls evenings and weekends
- Able to lift 20kg
- Forklift and scissor-lift training and certification
- Basic understanding of environmental health and safety legislation
- Excellent communication and interpersonal skills

Educational Requirements

- Fifth Class Power Engineering preferred

Contact: Janice Curle

Human Resources Coordinator

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