



## **Building Operator – Centre 10 Epic Investment Services**

Epic Investment Services Inc. currently has \$17 Billion in assets under management comprised of over 30M square feet of commercial space. This portfolio of office, retail, industrial and multi-family properties is managed by over 150 professionals with multi-disciplined expertise including property, asset and fund management, as well as property development.

With guidance of Senior Building Operator, the Building Operator is responsible for providing operational and technical support either personally or by way of contracted services oversight. The primary objective of the Building Operator is to ensure the assigned property is managed and maintained preventatively in a safe, efficient and environmentally responsible manner.

### **KEY RESPONSIBILITIES:**

- Perform preventative maintenance and unscheduled maintenance and repairs of all building systems
- Responsible to ensure that all building equipment is operating efficiently including setting up system trend logs to be regularly reviewed to ensure effective operation of all equipment;
- Participate in occupational health and safety program;
- Management of waste, recycling and hazardous materials (WHMIS);
- Oversee a fully integrated computerized Building Automation systems;
- Tenant improvements;
- Oversee tenant service request response resolution;
- Perform Life Cycle costing exercises;
- Conduct risk management inspections, remedial actions and reporting;
- Assist in preparing annual operations and capital budgeting;
- Review invoices and expenditures to ensure that spending is within planned budget allocations;
- Review with Senior Building Operator unbudgeted expenses prior to incurring them;
- Provide technical or administrative advice to internal and external clients;
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- Trouble shoot operational issues including automation system;
- Have a thorough knowledge of how equipment, valves, dampers and other components can be overridden as well as understand the automation interlocks that may be triggered by those overrides;
- Remain current and up to date with new industry practices, legislative changes and new technologies;
- Exposure to tenant improvement/construction management, life cycle costing exercises with annual operations and capital budgets

### **QUALIFICATIONS:**

- Class 5 Power Engineering Certificate
- BES Class 1 Certificate
- BOMI SMA/SMT
- BAS Training Certificate
- WHMIS, TDG, Confined Space Entry, Fall Arrest
- Refrigerant Handling Certificate
- Ideally a minimum 3 years direct work experience
- Knowledge of office properties is required with emphasis on operations.
- A valid driver license
- Intermediate level skill in Microsoft Office
- Client-focused with proven written and oral communication skills and the ability to problem solve with tenants and contractors.

- Ability to work under pressure, dealing with multiple issues and deadlines.
- Mechanically inclined, basic knowledge in electrical and mechanical.

**ADDITIONAL:**

- On-call requirements, as needed.

**HOW TO APPLY:**

Qualified applicants may e-mail their cover letter and current resume to [careers@epicinvestmentservices.com](mailto:careers@epicinvestmentservices.com) indicating "**Building Operator – Centre 10**" in the subject line.

Epic Investment Services is committed to an inclusive and accessible recruitment and selection process. If you are invited to attend an interview and require an accommodation, please let us know in advance.

We sincerely appreciate the interest of all applicants, however only those selected for an interview will be contacted. ***No telephone calls or Agencies please.***

**Visit our website at [www.epicinvestmentservices.com](http://www.epicinvestmentservices.com) for further company details.**