

Building Operator

Job Status: Full Time	Report to: Senior Property Manager
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SUMMARY

The Building Operator provides hands-on day-to-day leadership to ensure TAS's portfolio of approximately seven commercial assets across the GTA run smoothly. The role requires extensive maintenance expertise, strong organizational and people skills. At TAS, we consider our tenants as partners in community-building and expect our team to deliver a best-in-class experience through excellent customer service as well as open and collaborative communications. This is a great opportunity for a skilled Building Operator to manage a diverse portfolio of projects and help achieve TAS's vision to create more livable and inclusive cities.

SKILLS AND COMPETENCIES

- 5+ years of relevant experience in building operations and property maintenance
 - Extensive knowledge of HVAC and mechanical systems
 - General knowledge of building code and life/fire safety
 - Ability to read and interpret blueprints
 - Knowledge of WSIB, WHMIS, Health & Safety standards and Ministry of Labour policies and procedures.
 - The following accreditations are considered assets: Building Environmental Systems (BES) Operator Class I or II or Systems Maintenance Technician (SMT), Ontario Real Estate Association (OREA)
- Strong people skills, able to develop and maintain trust
- Customer service orientation
- A knack for problem solving, with sound judgement and the ability to make decisions confidently
- Proactive with solid planning, prioritization, and execution skills
- A high level of ownership and accountability, able to operate with a sense of urgency as required
- An optimistic, can-do attitude
- Excellent verbal and written communications skills
- Proficient in Microsoft Office Word and Excel
- A team player who is also able to work independently and focus on the details that matter with minimal supervision
- Curious, collaborative and approachable
- Confident with an authentic and professional style
- A valid driver's license, with access to a vehicle

RESPONSIBILITIES

- Conduct regular inspections of properties including on-site equipment to ensure safety and compliance with all applicable government codes & regulations (including but not limited to mechanical, electrical, plumbing, HVAC, water treatment, boilers, heat pumps, air conditioners etc)
- Nurture strong, positive and collaborative working relationships with tenants, through a customer service and high-performance orientation
- Log and address all repair and maintenance issues in a timely manner
- Manage minor construction projects (secure quotes, select vendors, supervise, inspect)
- Support building service contract negotiations
- Manage seasonal building requirements (e.g. periodic salting and snow clearing)
- Maintain onsite wayfinding signage
- Respond to after-hours calls and/or emergencies as needed
- Manage project specific budgets
- Be a proactive contributing member of the property management team:
 - Anticipate and flag opportunities and challenges
 - Share recommendations regarding operational improvements in line with budget
 - Fulfill internal reporting requirements
- Stay current on industry practices, regulations and legislative changes
- Embody TAS's Culture Code - be a performance fanatic, innovative, an exceptional collaborator and committed to multipurpose impact

TAS offers a competitive compensation package including a recently enhanced group health benefits program and Employee/Family Assistance Program.

PROCESS: Candidates should email their resume and cover letter together in one PDF document to: careers@tasdesignbuild.com quoting the position in the subject line. No telephone inquiries. We thank all applicants, however, only those selected for an interview will be contacted.

ABOUT: TAS is a community-focused, mixed-used developer. We cultivate long-term relationships with communities to ensure our positive impact extends well beyond the footprint of our buildings. Our office is a lab where a growing team of passionate experts and external partners collaborate to solve our city's most pressing needs. We have completed five major projects and our active project pipeline has an estimated value at completion of nearly \$3.3 billion. TAS is a Certified B Corporation and a founding member of the SVX Social Impact Investment Platform. www.tasdesignbuild.com