

JOB OPPORTUNITY

2019 - 09

POSITION: EXTERIOR MAINTENANCE/OPERATIONS WORKER
LOCATION: Erin Mills Town Centre, Mississauga ON
REPORTS TO: Operations Manager
WORKING HOURS: 40 hrs. per week, includes mornings, afternoons and weekends on rotation

RESPONSIBILITY: Operates and assists in the maintenance and appearance of the property's exterior. Position will entail occasional interior operational roles, as required.

PRIMARY DUTIES:

- Daily Exterior cleaning of parking lots, adjacent fields, planters, sidewalks, entranceways, compactor areas and walkways.
- Basic landscaping as required or request by Supervisor. Monitor irrigation system for proper operation.
- General exterior repairs of lot signs, painting, minor concrete and asphalt repair
- Maintain Operations vehicles and exterior equipment (litter vac/ sweeper).
- Remove any vandalism as required
- Any other exterior duties as assigned by Supervisor
- Assist in the operation and daily inspection of all HVAC, mechanical, electrical, telecommunication, life safety and lifting device equipment to ensure efficient performance. Performs minor repairs and adjustments as needed.
- Assists in the daily tests and maintains records for chemical treatment of chilled water and condenser water.
- Assist in the monitoring of condensers, checking gauges and filters, back washing filters on a regular basis. Cleans strainers regularly.
- Assist in the monitoring of chilled water systems, checking pressure and temperature gauges and changing filters as required.
- Monitor the Energy Management System and make adjustments as necessary.
- Assist with the maintenance and control of wet and dry sprinkler systems. Co-ordinate with the Security Department, monitoring company and contractors in draining and refilling sprinkler systems as required.
- Assist with the monitoring and control of all life safety equipment including the fire alarm and sprinkler systems, fire hydrants, standpipe connections, fire doors, etc.
- Answer all tenant calls regarding heating, cooling problems & building emergencies (i.e. water leaks); co-ordinate same with the tenant to ensure proper repair is being completed on a timely basis.
- Assist in the seasonal shutdown of heaters, chillers and cooling towers.
- Other duties as assigned.

SPECIFIC SECONDARY DUTIES:

- Record makeup water meter readings & utility consumption for those with check meters
- Performs minor building repairs incl. electrical, plumbing, door repairs, furniture, etc.
- Perform daily door, public washroom and common area furniture inspections & repairs as necessary.
- Works with contractors on scheduled diagnostic and periodic legislative tests/inspections of building systems and related equipment to ensure reliability.
- Organize and maintain operations storage and workshop area.
- Assist in coordinating and supervising all contracts and contractors as outlined by Operations Manager or Supervisor.
- Perform and supervise all minor tasks as requested by the Operations Manager, which directly or indirectly affects the operations of the shopping centre.

QUALIFICATIONS:

- Exterior Grounds Maintenance experience preferred or considered an asset
- Must be able to work in both cold and hot elements
- Secondary School Graduation Diploma plus trade qualifications (i.e. Building Environmental Systems (BES), other trades considered and a minimum of 1-3 years of directly related hands on experience.
- Mechanically inclined with the ability to operate, perform Preventative Maintenance on and trouble shoot if reactive maintenance is required including: HVAC, electrical, fire alarm panels, Sprinkler Systems, Emergency power generators, Waste Compactor equipment, etc.and read related drawings.
- Must be familiar with energy management best practices associated program requirements;
- Familiar with automated preventative maintenance programs and has basic keyboarding skills
- Hands on knowledge in repairing building components such as lights, ballasts, plumbing & door hardware.
- Hands on knowledge in a variety of trades (i.e. basic plumbing, electrical, drywall, carpentry) and use of related manual and power tools.
- Familiar with Provincial Health & Safety Legislation (i.e. WHMIS, Occupational H&S Act).
- Physically fit enabling reasonable lifting, pushing, pulling, climbing, walking and working outside.
- Ability to work independently on certain tasks and with other team members for tasks requiring more than 1 person.
- Ability to prioritize workload.
- Good interpersonal and communication skills dealing with tenants, service contractors and suppliers.
- Ability to work a 40 hour week; shifts over 7 days per week; rotating weekends on a scheduled basis; start shifts at different times including afternoons or early mornings depending on the tasks usually on a scheduled basis but sometimes on an emergency basis.
- Possess a Valid Ontario Driver's License with an acceptable driving abstract, be bondable and a clean CPIC.

If you, or anyone that you know of, are interested in applying for this position, please forward your resume, not later than February 28, 2019 to:

Michael De Medeiros, Operations Manager
Erin Mills Town Centre
5100 Erin Mills Parkway
Administration Office
Mississauga ON L5M 4Z5

Fax: (905) 569 3334

Email: Michael.demedeiros@cushwake.com