



## **BUILDING OPERATOR - INDUSTRIAL**

Tonko Realty Advisors is currently seeking a building operator for their Calgary Office who would report to the Operations Manager and will assist in the day-to-day operations at our industrial buildings. The Operator will also be expected to perform regularly scheduled and some unscheduled tasks to ensure the general well being of the property and its tenants.

### **Responsibilities:**

- Supervise supply and service personnel, work order requests, and adhere to maintenance priorities
- Perform scheduled maintenance on all equipment based on the manufacturers recommendations and operating manuals
- Electrical and plumbing work as required
- Work with various mechanical equipment including pumps, motors, boilers, air handling equipment and building automation systems
- Have up-to-date knowledge regarding contracts and suppliers and their services
- Participate in all maintenance projects
- Performing light plumbing work such as cleaning stoppages, replacing fittings, etc. or contracting out
- The duties and responsibilities of the Operator may be modified from time to time. or changed as required to meet the needs of the company

### **Qualifications:**

- Alberta 4<sup>th</sup> or 5<sup>th</sup> class Power Engineer, or equivalent
- Valid driver's license
- Bondable
- Relationship Skills - Ability to communicate effectively and professionally, with contractors, tenants and the public
- Organizational/Multi-Task Skills - Ability to allocate one's time effectively, work under pressure, handle multiple demands and competing priorities
- Computer Skills – Able to use Microsoft 6.0 Outlook (e-mail), Word, Excel, and Blackberry.

Tonko is a fully integrated real estate advisory and investment organization providing asset and property management services in Western Canada since 1985. Tonko currently manages 10 million square feet of retail, industrial and office properties, with a market value of over \$1.3 billion. Currently Tonko has over \$400 million in projects underway.

Salary is or commensurate with experience. The successful candidate will start immediately. Please submit resumes and salary expectations to [HR@tonko.com](mailto:HR@tonko.com) or via fax at (403) 228-4899 to the attention of Human Resources.

Although we value all applications, only those selected for an interview will be contacted.