

Southwest Properties is currently seeking candidates to fill the full-time role of **Building Operator** at **Bishop's Landing**, our award-winning development on the Halifax waterfront, comprising 206 residential suites, and 40,000 sq. ft. of retail and commercial space.

This role will provide on-site maintenance and oversight of the entire complex, including HVAC systems, repairs in resident suites and common areas. Thinking on your feet, and having the ability to trouble shoot complex and minor technical repairs will be your strong points. You pride yourself on your exceptional customer service skills, and your ability to multi-task.

Under the direction of the Property Manager for Bishop's Landing & Maple, the **Building Operator** will be responsible for performing a variety of technical and administrative functions including (but not limited to):

- Professionally respond to resident requests, complaints and feedback
- Overall maintenance of entire complex, including light repairs (painting, plumbing etc.) within resident suits and common areas; provide support to landscaping and snow removal companies when required
- Ensure plumbing, electrical and mechanical systems are maintained in proper condition
- Under the guidance of the HVAC technician; ensure regular preventative maintenance of building systems and controls; conduct daily checks of complex
- Troubleshoot any building systems malfunctions
- Supervise general contractors to ensure all work is completed thoroughly and to the highest safety standard
- Provide occasional support to the remaining Southwest residential portfolio
- Conduct monthly pre-move out inspections to ensure all suites are market ready for rental. Ensure all maintenance items are repaired.
- Responsible for indoor pool maintenance.
- Must be experienced in carpentry.

The ideal candidate possesses 2 to 3 years in a similar role and is a hands-on, hardworking individual. Experience with commercial or residential property maintenance is required and HVAC certification would be considered an asset.

If you are interested in this opportunity and in working for one of **Canada's Best Managed Companies with *Platinum status*** - please forward your resume and cover letter by July 25th, 2018 to

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