

MAINTENANCE + BUILDING OPERATOR

ABOUT UPTOWN

Uptown is more than a shopping centre. It is an artfully designed social gathering place. It is a hub for commerce and culture where you can shop, dine, work and one day live. It is an easily accessible focal point for all of Victoria. And it has Vancouver Island's best mix of shops, restaurants, and entertainment. Uptown is built for the future of Victoria and the future of retail.

ABOUT THE ROLE

The Uptown team is looking to hire a full-time addition to our Building Operations department. Reporting to the Manager of Operations, the successful candidate will be responsible for assisting in the daily operations of the shopping centre with minimal to no supervision, while providing maintenance work to the highest standards to deliver an excellent patron and colleague experience. The successful candidate must have the ability to work independently and as a team player and adhere to company statutory and legal regulatory requirements and safe work practices. If you are the right candidate, you are self-motivated, hardworking, high energy and multi-task orientated individual. You will be a key part of the Uptown Operations Team and bring a positive attitude with strong communication and customer service skills.

Primary Responsibilities

Overall responsibilities will include but are not be limited to:

- Maintain a high level of overall property maintenance covering HVAC, water features, parking, and small engine components
- Touch up painting and conduct minor drywall repairs
- Complete minor plumbing maintenance
- Coordinate and follow-up on the repair and maintenance of any building mechanical, electrical, life safety and envelope systems
- Perform exterior building inspections and minor repairs
- Prepare cost estimates, issue purchase orders, track and monitor minor project work to completion, including deficiency reviews
- Monitor the utility usage of the property
- Complete seasonal décor installation and maintenance
- Support the Marketing Team with special event setups and take downs
- Be available for on call and weekend duties, including responding to after-hours issues
- Other duties as assigned

Qualifications

Required Training and Experience:

- Minimum 2 years of previous maintenance experience
- Possess a BC Driver's License with a clean driving record (abstract must be provided upon acceptance)

- Must have experience utilizing various power and hand tools
- Must be legally eligible to work in Canada

Required Knowledge, Skills, and Abilities:

- Thorough knowledge of building components, including HVAC, mechanical and electrical systems, life safety, equipment, and building envelope systems
- Intermediate computer skills (MS Office, Angus Anywhere and Maintenance Software)
- Excellent written and verbal communication skills
- Ability to lift to 30lbs
- Mechanically inclined with the ability to operate, perform preventative maintenance and trouble shoot as required
- Ability to follow safety requirements and procedures
- Perform and react efficiently and effectively in a fast-paced environment

Working Conditions:

The successful candidate will work at Uptown, a SHAPE managed property located in Victoria, BC. This physically demanding position will involve both indoor and outdoor work where the candidate will be required to work in varying weather conditions. The successful candidate may be required to work weekends, extended hours, and be available for emergencies as they develop.

To apply, please visit our website at <http://shapeproperties.com/careers>