



The King's University offers an exceptional liberal arts education from a Christian perspective. Located in Edmonton, Alberta, King's serves students from across Canada and around the world. Join a dedicated team who have a desire and common mission to see students grow in a dynamic and nurturing Christian environment. People who love working and succeed at King's serve God gladly, work collaboratively, think creatively, and embrace diversity.

Building Operator

Full-time, Continuing

POSITION SUMMARY

The Building Operator Provides operation and maintenance services to the University's 270,000 sq. ft. campus, ensuring that properties are maintained safely and to the highest level of efficiency, offering our community a healthy and clean environment. The successful candidate will be responsible for processing building operation maintenance and repair arrangements, and work ticket resolution utilizing both internal and external resources in a timely and effective manner.

KEY RESPONSIBILITIES

Building operations duties:

- Plan and perform regular preventative maintenance and fire safety programs, and maintain documentation (i.e. logs, checklists).
- Operate building systems and equipment including mechanical, heating, ventilation, air conditioning, electrical, water filtration, and plumbing to maintain proper operating condition.
- Troubleshoot and perform repairs to prevent equipment or system failures.
- Complete day-to-day monitoring, inspecting, and adjusting, as required, to all monitor points, set points, mechanical and related equipment, parts, and attachments as recommended by manufacturer.
- Coordinate and oversee repairs to equipment or other services performed by contracted resources to ensure compliance with building codes, regulations, and contracts.
- Perform seasonal start-up and shutdown of each piece of equipment as recommended by the manufacturer.
- Maintain required inventories of water conditioning supplies, cleaners, lubricants, oil, grease, and filters.
- Purchase water treatment chemicals and maintain chemical treatment levels in cooling towers and closed loops.
- Program and operate Chubb "Smart" and Millennium security access system, as well as CCTV security system.
- Operate Johnson Controls (Metasys) Building Automation System.

Building maintenance duties:

- Assess work order repairs in consultation with supervisor to either perform or schedule vendors. These may include minor electrical, carpentry, plumbing, mechanical repairs, and furnishings.
- Maintain and inventory keys, cut keys, and able to repair door locks.
- Maintain current paint codes and paint supply inventory.
- Monitor parking and by-law enforcement.
- Oversee grounds maintenance, including lawn maintenance and watering, parking lot and sidewalk snow removal, sports field and parking lot line marking, and irrigation of soccer pitch.
- Supervise staff and student workers.
- Comply with all relevant statutory and bylaw regulations.

Other duties as required, including but not limited to:

- Operate man lift to change bulbs and athletic banners, up to 8 metres high.
- Shipping and receiving duties as required, including TDG (Transportation of Dangerous Goods) shipments.
- Perform fire warden duties.
- Participate in emergency callouts and required after-hours work.

QUALIFICATIONS

- Minimum requirement is Building Operator “B” or 5th Class Power Engineer. -Building Operator “A” ticket or 4th Class Power Engineer Certificate is preferred.
- Two to five years' experience in building operations and preventative maintenance, as they relate to heavily used facilities.
- Ability to read mechanical and electrical drawings.
- Familiarity with mechanical, electrical, and plumbing systems and equipment, including heating, ventilation, air conditioning systems, automation control systems, power supply and distribution systems, and fire protection systems.
- Experience with performing minor plumbing, electrical, carpentry, and general repairs.
- Understanding of current legislation and municipal bylaws, including health, safety, and fire regulations.
- Training in Transportation of Dangerous Goods (TDG), WHIMIS, and First Aid Certification, and Asbestos Worker.
- Understanding of key systems and hierarchy (masters/submasters/change).
- Some supervisory experience or related training.
- Ability to bend, stoop, and lift up to 50 pounds.
- Excellent interpersonal and communication skills demonstrated in dealing with internal clients and external community users of the campus.
- Must be able to work collaboratively in a small team environment.

A condition of employment is assent to the University’s Christian Statement of Faith found at:

<https://www.kingsu.ca/about-us/careers>

The King’s University follows a standardized salary grid. The salary range for the position is \$50,000 - \$65,000/yr dependent on qualifications and experience. A comprehensive benefit package, pension, and generous vacation and time off are provided.

Position will remain open until a suitable candidate is found.

Apply by submitting a resume and cover letter through our online portal at [kingsu.ca/about-us/careers](https://www.kingsu.ca/about-us/careers).

Human Resources

The King’s University

9125-50 Street, Edmonton, Alberta

T6B 2H3

E-mail: humanresources@kingsu.ca. Visit our web site at www.kingsu.ca.

We appreciate all applicants for considering The King's University as a potential employer, however, only those considered for an interview will be contacted.

The King’s University respects, appreciates and encourages diversity. We welcome applications from all qualified individuals including members of visible minorities, Indigenous, First Nations, Metis, and Inuit peoples and persons with disabilities. All qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents will be given priority.