

# BentallGreenOak

## ***Janitor/Maintenance Technician***

***Courtenay, B.C.***

***Who We Are:*** BentallGreenOak is a leading, global real estate investment management advisor and a globally-recognized provider of real estate services. BentallGreenOak serves the interests of more than 750 institutional clients with approximately \$48 billion USD of assets under management (as of March 31, 2020) and expertise in the asset management of office, retail, industrial and multi-residential property across the globe. BentallGreenOak has offices in 24 cities across twelve countries with deep, local knowledge, experience, and extensive networks in the regions where we invest in and manage real estate assets on behalf of our clients. BentallGreenOak is a part of SLC Management, which is the institutional alternatives and traditional asset management business of Sun Life. For more information, please visit [www.bentallgreenoak.com](http://www.bentallgreenoak.com).

*BentallGreenOak promotes a corporate culture that attracts and retains the highest caliber people. We encourage opportunities for growth, development and promotion by providing our employees with the resources to work effectively and continually strive to perform better. We are committed to a safe and sustainable work environment.*

### ***The opportunity:***

The Janitor/Maintenance Technician will report directly to the General Manager and is responsible for the day to day housekeeping, maintenance and minor repairs. In addition, the Janitor/Maintenance Technician will contribute and participate in activities related to preventative or unscheduled maintenance, environmental, health and safety, and other special initiatives by performing the following duties personally.

### ***What you will do:***

- Perform janitorial/cleaning duties throughout the building including parking lot maintenance on a daily basis and as assigned
- Maintain the cleanliness and appearance of all electrical, mechanical and storage rooms
- Salt, sand and shovel as required to deal with snow and ice on the sidewalks and parking areas
- Perform regular pressure washing of entrances, sidewalks and other areas
- Ensure WHIMIS procedures and policies are followed and maintained
- Maintain a maintenance log of work performed
- Be available for on-call duty and shift work as well as respond to all emergencies
- Maintain log of Fire System daily, weekly, and monthly inspections

- Supervise and direct contract cleaners
- Schedule preventative maintenance
- Provide access for contractors as required monitor as directed and
- Undertake Insurance and risk management inspections and remedial actions and reporting
- Routinely inspect building, equipment and HVAC units noting additional maintenance or repairs that may be required and report such conditions to the General Manager.
- Perform minor repairs, including lighting maintenance, painting, minor plumbing and carpentry as directed
- Assist marketing and leasing with set-up, operation and removal of displays and events as assigned
- Other duties as required from time to time.

***Who you are:***

- 3+ years related work experience in building cleaning and operations
- High school diploma or equivalent
- Ability to work independently with minimal direction and ability to respond to emergency situations; detail-oriented
- Ability to lift and carry heavy loads
- Valid BC driver's license
- Relationship Skills - Ability to communicate effectively and professionally, both oral and written; proven ability to develop and sustain cooperative and effective working relationships with employees, management, customers, tenants, contractor/suppliers and the public
- Organizational/Multi-Task Skills - Ability to allocate one's time effectively, work under pressure and manage deadlines; ability to handle multiple demands and competing priorities; able to adapt to new ideas and changes
- Computer Skills – Knowledge of Outlook, Word and Excel experience would be an asset. Experience with use of Blackberry or other devices would be an asset.

*We thank all applicants for their interest in employment with BentallGreenOak (Canada) LP, however only those selected for an interview will be contacted.*

*Reasonable accommodation at any time throughout the hiring process is available through BentallGreenOak's People & Talent (P & T) department for applicants with disabilities or for those needing job postings in an alternate format. If you require accommodation, please email us at [accessibility@bentallgreenoak.com](mailto:accessibility@bentallgreenoak.com) and include: Job posting #, your name and your preferred method of contact*