



GLOBAL CENTRE FOR PLURALISM      CENTRE MONDIAL DU PLURALISME

## **GLOBAL CENTRE FOR PLURALISM Building Operator (Permanent)**

**Position:** Building Operator

**Type of Contract:** Permanent

**Location:** 330 Sussex Drive, Ottawa, ON

**Start Date:** September 6, 2022

**Salary Range:** \$60,000 to \$65,000 per annum

By joining the Global Centre for Pluralism, you will become a member of a committed staff that values collaboration and creativity, and deeply cares about the work we do. At the Centre, we believe that societies thrive when differences are valued. Our mission is to influence perspectives, inform policies and inspire pathways to advance pluralism.

Our work supports societies looking to address injustice, inequality, and exclusion, while remaining grounded in the contexts and lived experiences of each place. We work with policy leaders, educators, and community builders around the world to amplify and implement the transformative power of pluralism.

We are fortunate to work in a beautifully restored, spacious heritage building in downtown Ottawa at 330 Sussex Drive – a Canadian heritage landmark, built between 1904 and 1906, that first housed the Public Archives (1905-1967) and then the Canadian War Museum (1967-2005). Considerable investments have been made by His Highness the Aga Khan to bring this building back to life with full respect for its important heritage. For more information about the Centre's global headquarters, please visit <https://www.pluralism.ca/who-we-are/global-headquarters/>.

### **Our principles and commitments:**

Here are the core principles that inform our work:

- We aim to embody pluralism in who we are and everything we do.
- We are creative and courageous, highly professional with a commitment to quality.
- We remain accountable by keeping our work grounded in learning and collaboration.
- We choose to own the discomfort and tensions inherent to our work.
- We focus on achieving transformational results.

### **About the position:**

Based in Ottawa, Building Operator is responsible for ensuring that the property at 330 Sussex Drive is maintained in a manner appropriate for Class A office space. This includes ensuring all building systems are operational in the most efficient manner possible while providing uninterrupted services to the building occupants (including tenants). The incumbent is also responsible to inspect facilities, equipment and machinery ensuring preventative maintenance is performed as required, identifying issues, and coordinating repairs. The incumbent will also manage logistics for the events happening in the building. The incumbent must adhere to legislation and applicable regulations, building codes and the Occupational Health and Safety Act.

There are several additional benefits offered to staff, including:

- Professional development opportunities
- Health insurance coverage
- Paid sick and personal days
- An RRSP matching program after 1 year of employment
- A parental leave top-up
- Relocation allowance where applicable
- Paid parking

### **Main duties and responsibilities:**

Reporting to the Senior Manager, Business & Operations, Building Operator has overall responsibility for the operations and maintenance of the property located at 330 Sussex Drive. They will be responsible to:

#### Day to Day Building Operations

- Ensure that all aspects of building systems including but not limited to HVAC, mechanical, electrical, plumbing, utilities and life safety are operated in a safe and efficient manner and are in compliance with all applicable codes & regulations.
- Ensure that the building is, at all times, maintained in clean and welcoming manner and user comfort is attended to.
- Ensure all service and maintenance contracts are enforced, service levels achieved, and contractors and other service providers are adequately supervised while on site.
- Monitor, supervise and work closely with utility providers to ensure uninterrupted and cost-efficient services.
- Identify vendors / contractors for major repairs, supervise proper installations and compliance with applicable regulations.
- Communicate with vendors regarding quotes, scheduling, delivery, insurance certificates etc.
- Create and execute preventative maintenance checklists (weekly, monthly and annually).
- Conduct inspections on all equipment and systems regularly and complete all associated logbooks to ensure equipment is maintained in good working order. This includes identifying areas of concerns including researching cause and recommending cost-effective solutions with budget estimates for management's approval.
- Respond to concerns related to building operations from occupants in a courteous, professional, and timely manner.
- Serve as the primary point of contact for all building related matters, including attending to emergencies during off hours.
- Conduct required fire drills and life safety procedures as required.
- Conduct periodic interior, exterior and roof inspections and report any repair needs along with cost-effective budget estimates for management's approval.

#### Inventory

- Maintain shop and equipment inventory.
- Monitor and acquire replacements as required.
- Keep up-to-date inventory of building operations supplies including first aid kits.

#### Long Term Planning and Asset Management

- Make recommendations for annual and long-term repair plans; assist with developing annual building operations budget, tracking of expenses, and preparing forecasts.
- Assist in the supervision and day-to-day operations related to any capital improvement projects including upgrades to the HVAC system, building envelope repairs, pavement resurfacing, etc.

### Accounting and Records

- Receive, review, track and recommend invoices for processing.
- Keep records and disseminate building policies and procedures to vendors.
- Maintain an up-to-date library of equipment warranties and manuals.
- Maintain up-to-date documentation of all contracts, purchase orders, invoices, service reports and certificates of insurance.

### Events

- Manage logistics of events organized in the building (internal as well as external) including set-up and tear down, coordinating with on-site suppliers and deliveries and working closely with clients to ensure any last-minute adjustments are efficiently and professionally attended to.
- Acquire and oversee delivery and installation event equipment and supplies as needed.

### **Skills and experience:**

The ideal candidate will be a creative and resourceful individual with excellent organizational, planning and communication skills. This individual thrives in a fast paced, multi-stakeholder environment and excels at managing competing priorities and tight deadlines. They are committed to the values of pluralism as defined by the Centre.

Specifically, this individual will:

- Possess a college degree or diploma in a relevant discipline with three to five years of practical experience as Building Operator for an office facility or other relevant experience. Completion of Building Operator or trade specific courses, as well as fall arrest training preferred.
- Be experienced with computerized building management and control systems (BAS) for the control of HVAC systems
- Demonstrate working knowledge of machinery and equipment with the ability to read and comprehend architectural and as-built plans, manuals, and shop drawings.
- Exhibit knowledge of proper and safe use of hand and power tools, measuring devices, electrical testing equipment, plumbing equipment and ladders.
- Demonstrate working knowledge of Public Services and Procurement Canada (PSPC) district heating and cooling systems.
- Adhere to utilization of all provided personal protective equipment in daily work, including rubber boots, face mask and rubber/working gloves.
- Exhibit the ability to work independently in a changing and multi-tasking environment with multiple deadlines and to think critically, and use logic and reasoning, to identify solutions to problems.
- Demonstrate the ability to communicate effectively and courteously, both verbally and in writing, with contractors, coworkers, external suppliers, technical advisors, and tenants.
- Be adept with standard technical and computer tools commonly used in office applications.
- Be comfortable with physical labor, bending, climbing, and pushing may be required for repairs and maintenance including working outdoors in various weather conditions. Heavy physical lifting (up to 50 lbs.) may be required but must be performed according to safe lifting practices.
- Be able to qualify for Federal Government or equivalent security clearances
- Be available to attend to scheduled and unscheduled tasks on-site as required, including overnight, weekends and statutory holidays.
- Be fluent in English. Proficiency in French is desirable.

**Application process:**

Applications may be submitted via email to [careers@pluralism.ca](mailto:careers@pluralism.ca) with the subject line “Building Operator”. Each applicant should include a cover letter and a resume highlighting relevant experience. Candidates must be eligible to work in Canada and available to work out of the Centre’s headquarters in Ottawa.

In the spirit of equity and fairness to all applicants, it is our policy to refrain from pre-interview queries. Only shortlisted candidates will be contacted by email to arrange an interview.

**Closing date for applications is 11:59 PM on August 14, 2022. However applications will be reviewed as received.**

*At the Global Centre for Pluralism, we aim to embody respect for diversity in who we are and everything we do. We encourage people from diverse backgrounds to apply, because we believe this diversity makes the Centre and our work richer. We are an equal opportunity employer, and do not discriminate on the basis of race, colour, indigeneity, religion, sex or gender identification or expression, age, disabilities, or citizenship. We also welcome applicants to self-identify in their cover letter, if they wish to do so.*

*The Centre is committed to the principles of the Accessibility for Ontarians with Disabilities Act (AODA). Should you require any accommodations at any point during the application and hiring process, please contact [careers@pluralism.ca](mailto:careers@pluralism.ca). Information related to accommodation will be treated as confidential.*