

	<b>Position Profile</b>
<b>Position Title</b>	Junior Building Operator
<b>Position Location</b>	Calgary, Alberta
<b>Reports To</b>	Supervisor, Building Operations
<b>Date</b>	April 2010
<p><b>ABOUT US – DUNDEE REALTY CORPORATION AND DUNDEE REALTY MANAGEMENT CORP.</b></p> <p>Dundee is an exceptionally dynamic and entrepreneurial organization. We seek out the best. Our employees are talented, committed and diverse, and share core organizational values including integrity, respect, fairness and accountability. Our team members come not only from the real estate sector but also a variety of industries – with many being subject matter experts. What do we have in common? A real passion for our business and a strong desire to excel.</p> <p>This organization is all about providing value – equally for our tenants and for our investors. We work in an open concept environment that was modeled to promote teamwork, communication and productivity. Our environment is fast paced, edgy and forward thinking. We are highly professional and we have fun.</p>	
<b>ROLE</b>	
<p>Dundee is looking to hire a <b>Junior Building Operator</b> with a minimum (1) one to (3) three years experience in a Building Operator role.</p> <ul style="list-style-type: none"> <li>• Under the supervision of the Senior Building Operator, ensure buildings are maintained in proper working order</li> <li>• Repair plumbing fixtures as required</li> <li>• Tour the building daily to inspect for burnt out lights and replace as required</li> <li>• Respond to light replacement calls</li> <li>• Supervise contracted service providers as required</li> <li>• Respond to Dundee Plus enquiries</li> <li>• Responsible for work orders including timely resolution</li> <li>• Twice weekly do chemical readings and adjust to maintain</li> <li>• Check each electrical rooms and boiler room and clean if necessary (bi-weekly)</li> <li>• On call availability for after hours building emergencies</li> <li>• Other duties as assigned</li> </ul>	
<b>SKILLS</b>	
<ul style="list-style-type: none"> <li>• <b>Strong people skills. A Team Player.</b> A proven ability to build relationships at all levels of an organization.</li> <li>• <b>Strong communication skills.</b> Demonstrated in written, verbal report writing, presentations, and meeting facilitation.</li> <li>• <b>Responsiveness.</b> Ability to anticipate client needs and commit to respond in agreed timeframes.</li> <li>• <b>Innovator.</b> Proven ability to identify, evaluate and develop new ideas with supportable results.</li> <li>• <b>Deliver on Commitments.</b> Ability to set clear and deliverable goals.</li> </ul>	
<b>QUALIFICATIONS</b>	
<ul style="list-style-type: none"> <li>• Ability to provide clients with high level of customer service</li> <li>• Hold a 5<sup>th</sup> Class Power Engineering Certificate and/or commit to enroll in and complete courses</li> <li>• Strong computer skills with good understanding of Building software including mechanical and electrical.</li> </ul>	

Please visit our website [www.dundeerealty.com](http://www.dundeerealty.com) for more information about us.

To apply for the position of Junior Building Operator, please submit your resume to [HRRecruit@dundeerealty.com](mailto:HRRecruit@dundeerealty.com) or via fax to 403-212-7179.

Thank you!